

SCHOOL BOARD POLICY MANUAL
FOR SCHOOL DISTRICT OF DALEVILLE CITY

TABLE OF CONTENTS

POLICY NUMBER

CHAPTER 1.00: PHILOSOPHY

System’s Mission Statement 1.10

CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Scope of the School System 2.10
 Orientation 2.11
 Board Responsibilities and Authority 2.20
 Organization and Officers of the Board 2.21
 Board Meetings 2.22
 Notice of Board Meetings 2.22.1
 Board Agendas 2.22.2
 School Board Policy Adoption 2.23
 Board Member Compensation 2.24
 School Improvement and Education Accountability 2.25
 Special Committees of the School Board 2.26
 Board Member Training 2.27
 Legal Counsel – Board 2.30
 Boardsmanship Development 2.50

CHAPTER 3.00: SCHOOL ADMINISTRATION

Administrative Organization 3.10
 School Calendar 3.11
 Qualifications of Superintendent 3.20
 Contract of Superintendent 3.21
 Responsibilities of Superintendent 3.22
 Opening and Closing of Schools 3.24
 Emergencies 3.25
 Responsibilities of Principals 3.30
 Safe and Secure Schools 3.40+
 Adult Sex Offenders 3.41
 Alcohol, Illegal Drugs at System Activities 3.42
 Prohibition of Harassment 3.43
 Equal Opportunity 3.44+
 Tobacco Use in System Facilities 3.45

TABLE OF CONTENTS (Continued)

Public Information..... 3.50
Copying of Public Records 3.51
Prayer Before Public School Activities 3.52
Flag Display and Pledge..... 3.60
A Period of Quiet Reflection 3.61
School Volunteers 3.70

CHAPTER 4.00: CURRICULUM AND INSTRUCTION

The Curriculum 4.10+
Title I Program 4.10.1
Career Technical Education 4.10.2
Live Work 4.10.3
Special Student Education 4.11+
Dropout Prevention Program 4.12+
Homework Assignment..... 4.13
Summer Programs 4.14
Supplemental School Donations 4.15
Student Fees, Fines and Charges 4.16
Dual Enrollment..... 4.17
Classroom Instructional Support Funds 4.20*+
Instructional Materials Management..... 4.21+
Library Enhancement Materials Selection 4.22
Challenged Materials..... 4.30
Controversial Issues 4.31
Public Appearance of School Groups..... 4.42
Field Trips..... 4.43+
School Functions..... 4.44
Band Activities 4.46
Student Clubs and Organizations 4.50
Student Publications..... 4.51
Assessment Program 4.60+
Test Security 4.61
Report Cards 4.71+
Transfers from Nonaccredited Settings 4.80
Virtual Schools..... 4.90

CHAPTER 5.00: STUDENTS

Equal Educational Opportunities 5.01
Data Governance..... 5.02
Admittance Requirements 5.10
Admissions 5.10.1
Kindergarten Admission 5.11

TABLE OF CONTENTS (Continued)

First Grade Admission	5.12
Student Assignment	5.20
Student Harassment Prevention.....	5.28
Student Harassment Complaint Form.....	5.28
Student Conduct and Supervision	5.30*+
Student Grievance Procedures	5.30.1
Detention, Search, and Seizure	5.31+
Zero Tolerance	5.32*
Weapons and Firearms	5.32.1
Pending Criminal Charges.....	5.32.2
Expulsion	5.33*+
Student Check-out.....	5.34
Student Attendance	5.40*+
Student Injury	5.60
Student Illness.....	5.61
Administration of Medication	5.62
Students with AIDS or HIV Disease	5.63
Eye Protection Devices	5.64
Suicide Awareness & Prevention.....	5.65
Automated External Defibrillator Use.....	5.68
Student Records.....	5.70
Directory Information	5.71*+
Parental Notification	5.72
Extracurricular Activities	5.80
Athletics.....	5.81
Drug Free Policy for Student Athletes	5.81.1
Cheerleading	5.82
Student Possession and Use of Cellular Phones and Other Electronic Communication Devices	5.83
Wellness.....	5.84
Internet/Network Policy for Student Access.....	5.85

CHAPTER 6.00: HUMAN RESOURCES

Employment	6.10*+
Employment Status	6.11
Posting Vacant Positions.....	6.12
Job Descriptions.....	6.13+
Conflicts of Interest-extra activities.....	6.14
Conflict of Interest.....	6.14+
Gifts	6.14.1
Nepotism	6.15
Employment Requirements	6.16
Medical Examinations.....	6.16.1

TABLE OF CONTENTS (Continued)

License of School Bus Driver	6.16.2
District Boundaries	6.16.3
Use of Federal Funds for Teachers to Become Highly Qualified	6.17
Substitute Personnel	6.20
Continuing Service Status/Tenure	6.21
Student First Act of 2011	6.21.1
Violation of Law	6.30
Possession of Weapons.....	6.30.1
Solicitations	6.31
Political Activities	6.32
Complaints Against Employees.....	6.40
Grievances	6.40.1
Employee Grievance Procedure.....	6.41
Suspension/Termination/Separation	6.50
Performance Assessment	6.60+
Leave of Absence.....	6.70.*+
Notification of Absence.....	6.70.1*
Vacation Leave.....	6.70.2*
Family and Medical Leave.....	6.70.3
On-the-Job Injury.....	6.70.4*
Jury/Witness Duty	6.70.5*
Military Leave	6.70.6
Personal Leave	6.70.7
Professional Leave	6.70.8*
Sick/Bereavement Leave.....	6.70.9*
Maternity Leave.....	6.70.10
Drug-free Workplace	6.72
Drug and Alcohol Testing	6.80.*+
Communicable Diseases, Bloodborne Pathogens and Environmental Hazards	6.81
Personnel Records	6.82
Salary Schedules.....	6.83
Sick Leave Bank.....	6.84.*+
Sick Leave Bank & Catastrophic Leave Guidelines.....	
Planning and Other Duty-free Time.....	6.85
Compensatory Time – Noncertified Personnel.....	6.86
Overtime – Noncertified Personnel.....	6.87
Transfers	6.90
Reduction In Force	6.91*
Retirement of Personnel.....	6.92
Resignation	6.93

CHAPTER 7.00: BUSINESS SERVICES

Budget Development.....	7.10
-------------------------	------

TABLE OF CONTENTS (Continued)

Monthly Financial Reconciliation 7.11
 Local School Monthly Financial Record Reconciliation..... 7.13
 Local School Checking Accounts and Deposits..... 7.14
 Purchase Orders..... 7.15.1
 Determination of Allowable Costs..... 7.16
 Cash Management for Federal Funds..... 7.19
 Accounting and Reporting 7.20+
 Fees/Tuition..... 7.21
 Sale of Equipment and Supplies 7.22
 Payroll Procedures..... 7.23
 Travel Expense Reimbursement 7.24
 Cash in School Buildings..... 7.25
 Depository of Funds 7.30
 Food Service Funds 7.31*
 Investment of Funds..... 7.32
 Reserve Funds..... 7.33
 Bonded Personnel 7.40
 Indebtedness..... 7.41
 Audits 7.50
 Purchasing and Bidding..... 7.60
 Procurement..... 7.60.1
 Acquisition, Use and Exchange of School Property 7.61+
 Sale, Transfer or Disposal of Property 7.62+
 Lost or Stolen Property..... 7.63
 Inventories and Property Management 7.64+
 Risk Management Insurance 7.70
 Fund-raising for School Projects and Activities 7.90*
 Short-term Notes 7.91
 Expenditure of Public Funds for Recognition 7.92
 Expenditure of Funds 7.93
 Bad Checks or Worthless Instruments 7.94

CHAPTER 8.00: AUXILIARY SERVICES

Safety 8.10+
 Inspection 8.14
 Emergency Drills 8.15+
 Sanitation 8.20*
 Vehicle Inspections 8.30
 Special Use of School Buses 8.31
 Seat Belts 8.33
 Child Nutrition Program 8.40+
 Meal Patterns 8.41*
 Facilities 8.50+

TABLE OF CONTENTS (Continued)

Supervision of Construction..... 8.51
Change Orders 8.52
Improvements to School Plants and Grounds 8.53
Internet Use..... 8.60+
Telephone Service 8.61
Wellness..... 8.62
Management Information System..... 8.70+
Records Retention and Disposal 8.80+

CHAPTER 9.00: SCHOOL - COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

Parent Organizations and School Support Groups 9.10
Family and School Partnership for Student Achievement 9.15
Public Information/Relations..... 9.20
Use of Facilities 9.30+
Advertising in Schools 9.40
Distribution of Literature and Materials to Students..... 9.50
Visitors..... 9.60+
Relations with Governmental Authorities..... 9.70
Public Gifts to Schools 9.80
Public Comments 9.90

APPENDIX A – Index

APPENDIX B

- Assurance Statement (Equal Educational Opportunities 5.01)
- Dietary Guidelines (Wellness 5.84)

NOTES – The following symbols are used with certain policies to indicate special information about the policy.

*Asterisk denotes policies which are required by statutes or other regulations.

+Plus sign denotes that plans or other documents must be developed.