

**BOARD POLICY
TABLE OF CONTENTS**

**"P" before a numerical code indicates Policy
"PR" before a numerical code indicates Policy and Regulation
"F" before a numerical code indicates Corresponding Form**

0000 ORGANIZATION, PHILOSOPHY AND GOALS

1000 GENERAL ADMINISTRATION

2000 STUDENTS

3000 FINANCIAL OPERATION

4000 PERSONNEL SERVICES

5000 SUPPORT SERVICES

6000 INSTRUCTIONAL SERVICES

7000 FACILITIES DEVELOPMENT

INDEX

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**BOARD POLICY
TABLE OF CONTENTS**

0000	ORGANIZATION, PHILOSOPHY AND GOALS
	0100 <u>Legal Status</u>
P	0110 District Name and Identification Codes
	0200 <u>School District Philosophy</u>
	0300 <u>School Board Organization</u>
P	0310 School Board Purpose and Roles
P	0311 Statement of Practices
PR	0320 School Board Elections
PR	0321 School Board Officers
P	0323 Resignation
P	0324 Filling Board Vacancies
P	0330 Oath of Office
P	0340 Code of Ethics
PRF	0342 Nepotism, Conflict of Interest and Financial Disclosure
P	0350 School Board Compensation
P	0351 School Board Travel
P	0360 Board Committees

**BOARD POLICY
TABLE OF CONTENTS**

	0400	<u>Meetings</u>
PR	0410	Meetings
PRF	0411	Meeting Agenda
P	0412	Meetings - Participation by Public
PF	0420	Minutes
P	0430	Executive Sessions
PF	0440	Notification of Board Meetings
	0500	<u>Policy Development and Review</u>
P	0510	Policy Development, Adoption and Review

**BOARD POLICY
TABLE OF CONTENTS**

	1000	GENERAL ADMINISTRATION
	1100	<u>Religion</u>
PRF	1110	Religious Expression
	1200	<u>Calendar Requirements</u>
P	1210	School Year and School Day
P	1300	<u>Equal Opportunity</u>
PRF	1310	Civil Rights, Title IX, Section 504
	1400	<u>School/Community Relations</u>
PR	1405	Parent/Family Involvement in Education
P	1410	Relations with Law Enforcement Authorities
PR	1420	Community Use of School Facilities
PF	1425	School Volunteers
P	1430	Visitors to Schools
PR	1431	Code of Conduct - Adults
P	1432	Prohibition Against Firearms and Weapons
PRF	1440	Research Requests
PRF	1450	Public Access to District Documents
PR	1460	Community Involvement in Decision-Making
P	1470	Public Gifts to Schools

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**BOARD POLICY
TABLE OF CONTENTS**

P	1475	Memorials
P	1480	Public Complaints
	1500	<u>Office Methods and Data Management</u>
P	1510	Records
PR	1520	School District Annual Report
P	1600	<u>Private, State and Federal Programs Administration</u>
P	1610	Protection of Student Rights
PR	1620	Private, State and Federal Funding
PRF	1621	Title I
	1700	<u>Administrative Organization and Roles</u>
P	1710	Administrative Reports
PRF	1720	Superintendent of Schools
P	1730	Building Administration

**BOARD POLICY
TABLE OF CONTENTS**

	2000	STUDENTS
P	2100	<u>Nondiscrimination and Student Rights</u>
PR	2110	Equal Education Opportunity
P	2120	Students of Legal Age
PRF	2130	Harassment
P	2140	Marital, Parental Status of Students
PF	2150	Searches by School Personnel
P	2160	Interviews, Interrogation and Removal from School
PR	2170	Distribution of Noncurricular Publications by Students
P	2180	Pledge of Allegiance
P	2200	<u>Admission and Withdrawal</u>
P	2210	Entrance Age
P	2220	Compulsory Attendance Ages
PRF	2230	Admission of Resident Students
PR	2240	Admission and Tuition - Nonresident Students
P	2245	Transfer Students
PR	2250	Admission of Exchange Students
P	2255	Disabled Students
PR	2260	Admission of Homeless Students
PR	2270	Admission of Migrant Students

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**BOARD POLICY
TABLE OF CONTENTS**

P	2280	Admission of Home Schooled Students
P	2290	Student Withdrawal from School
	2300	<u>Attendance</u>
PR	2310	Student Attendance
PR	2320	Part-time Attendance
PR	2330	Student Early Dismissal Procedures
PR	2340	Truancy and Educational Neglect
PRF	2400	<u>Student Educational Records</u>
PR	2410	Health Information Records
P	2420	Recording of Meetings
	2500	<u>Student Academic Achievement</u>
PR	2520	Promotion and Retention
PR	2525	Graduation Requirements
P	2530	Graduation Requirements - Students with Disabilities
P	2540	Early Graduation
P	2600	<u>Discipline</u>
PR	2610	Misconduct and Disciplinary Consequences
PR	2620	Firearms and Weapons in School
P	2630	Closed Campus

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

**BOARD POLICY
TABLE OF CONTENTS**

P	2640	Student Use of Tobacco, Alcohol, and Drugs
P	2641	Drug-Free Schools
PF	2650	Student Vehicle Use
P	2651	Student Dress
P	2652	Student Conduct on Buses
PR	2653	Student Participation in Secret Organizations and Gangs
P	2654	Student Use and Care of School Property
P	2655	Bullying
P	2656	Student Cell Phone Usage
PR	2660	Detention
P	2661	In-School Suspension
PRF	2662	Suspension
PRF	2663	Expulsion
PR	2664	Enrollment or Return Following Suspension and/or Expulsion
P	2670	Corporal Punishment
PRF	2671	Student Discipline Hearings
PR	2672	Discipline of Students with Disabilities
PRF	2673	Reporting of Violent Behavior

**BOARD POLICY
TABLE OF CONTENTS**

	2700	<u>Student Welfare</u>
PR	2710	Reporting Student Abuse
P	2720	Employment of Students/Work Certificate
P	2730	Supervision of Students
PR	2740	Student Safety
PR	2750	Wellness
PR	2760	Foster Care Bill of Rights
P	2770	Seclusion and Restraint
	2800	<u>Student Services</u>
P	2810	Guidance and Counseling Services
P	2815	Assessment and Referrals to Outside Services
P	2820	Psychological Testing of Students
P	2830	Health Services
P	2840	Student Accident Insurance
PRF	2850	Inoculations of Students
PR	2860	Students with Communicable Diseases
PRF	2870	Administering Medicines to Students
PR	2875	Student Allergy Prevention and Response
P	2880	Student Physical Examination
P	2890	Do Not Resuscitate (DNR) Orders

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**BOARD POLICY
TABLE OF CONTENTS**

	2900	<u>Activities and Athletics</u>
PR	2910	Student Publications
PRF	2920	Interscholastic Activities and Athletics
PF	2930	Concussions – Brain Injury
PR	2940	Student Group Use of School Facilities

**BOARD POLICY
TABLE OF CONTENTS**

	3000	FINANCIAL OPERATION
PR	3100	<u>Financial Management</u>
P	3102	Debt Management Policy
P	3106	Fraud Prevention
PR	3110	Preparation of Budget
P	3111	Fiscal Year
P	3112	Budget Implementation and Transfer
P	3113	District Fund Accounts
P	3114	GASB 54
P	3120	Petty Cash
P	3130	State and Federal Projects
PRF	3140	Banking Services
P	3150	Payment Procedures
PR	3160	Investment of District Funds
PR	3165	Procurement Standards – Federal Contracts
P	3170	Purchases By and/or Solicitation of School Staff
P	3180	Procurement of Professional Services
	3200	<u>Payroll</u>
PRF	3230	Expenditures for Certificated Staff

**BOARD POLICY
TABLE OF CONTENTS**

	3300	<u>Revenue</u>
P	3310	Revenue from Tax Sources
PR	3320	Taxing Authority/Tax Rate Hearing
PR	3330	Bonded Indebtedness
P	3331	Borrowed Funds
P	3340	Building Use
P	3350	Student Fees and Fines
P	3360	Tuition
P	3370	Fund-Raising
PR	3380	Sale/Lease of Real Property
P	3390	Sale/Lease of Personal Property
	3400	<u>Accounting and Reporting</u>
P	3410	Accounting System
P	3420	Annual Financial Report
P	3430	Authorized Signatures
PR	3440	Travel and Reimbursement
PR	3450	Sales Tax
P	3460	Student Attendance Accounting

**BOARD POLICY
TABLE OF CONTENTS**

	3500	<u>Auditing</u>
P	3510	Annual Audit
	3600	<u>School Activities Funds</u>
P	3610	Management
	3700	<u>Insurance</u>
P	3710	Insurance Programs
P	3730	Liability Insurance
P	3740	Bond for All Employees

**BOARD POLICY
TABLE OF CONTENTS**

4000	PERSONNEL SERVICES
4100	<u>Employment</u>
P 4110	Equal Opportunity Employment
PRF 4120	Employment Procedures
P 4125	Notice of Arrest, Abuse Complaint, Traffic Citation
PRF 4130	Certificated Staff Contracts
PF 4131	Extra Duty and Extended Duty Contracts
P 4140	Certificated Personnel Reemployment
P 4150	Substitute Teacher Employment
4200	<u>Personnel Assignment and Transfer</u>
P 4210	Transfer Request
PR 4220	Certificated Staff Duties, Schedules and Working Hours
PRF 4221	Support Staff Duties, Schedules and Working Hours
4300	<u>Absences, Leave and Vacation</u>
P 4310	General Attendance
PR 4320	Personnel Leave
PRF 4321	Family and Medical Leave
P 4330	Holidays and Vacation
P 4335	Employee Emergency Service

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**BOARD POLICY
TABLE OF CONTENTS**

	4400	<u>Professional Activities, Training and Professional Growth</u>
P	4410	General Professional Development
PR	4411	Professional Development Program
PR	4420	Conferences and Travel
P	4430	District Committees
	4500	<u>Compensation</u>
P	4505	Salary Schedules
P	4510	Benefits
P	4520	Salary Deductions
P	4525	Payment of Salary
P	4530	Workers' Compensation Benefits
PR	4540	Group Insurance Benefits
P	4550	Retirement Compensation
	4600	<u>Performance Evaluation</u>
PF	4610	Certificated Personnel Performance Evaluation
PF	4620	Support Staff Performance Evaluation
P	4630	Staff Conduct
P	4640	Teaching Standards
P	4650	Communications with Students by Electronic Media

**BOARD POLICY
TABLE OF CONTENTS**

F	4700	<u>Separation</u>
P	4710	Resignation: Certificated Staff
P	4711	Resignation: Support Staff
P	4720	Suspension or Termination: Support Staff
PRF	4730	Non-renewal/Termination of Contract: Probationary Teacher
PRF	4731	Termination of Contract: Permanent Teacher
PR	4732	Termination of Employment: Administrators
PR	4740	Reduction in Force: Certificated Staff
PR	4741	Reduction in Force: Support Staff
	4800	<u>Staff Welfare</u>
PRF	4810	Sexual Harassment
PR	4820	Employees with Communicable Diseases
PR	4830	Board/Staff Communications
P	4831	Staff Involvement in Decision Making
PR	4840	Conflict of Interest
PR	4850	Staff Dispute Resolution
P	4860	Personnel Records
P	4870	Drug Free Workplace
PRF	4871	Driver Drug Testing
PF	4872	Alcohol and Illicit Drugs

**BOARD POLICY
TABLE OF CONTENTS**

P	4873	Staff Cell Phone Usage
P	4880	Use of District Property

**BOARD POLICY
TABLE OF CONTENTS**

	5000	SUPPORT SERVICES
	5100	<u>Building and Grounds Management</u>
PR	5110	Building and Grounds Maintenance and Inspection
P	5120	Maintenance of Facilities
PR	5130	Energy Conservation Measures
	5200	<u>Safety, Security and Communications</u>
PR	5210	Hazardous Materials
P	5211	Eye Protection
P	5220	School Bus Safety
PR	5230	Accident Reporting
PR	5240	Weather, Earthquake and Fire Emergencies
P	5241	Emergency School Closings
P	5250	Use of Tobacco Products
P	5260	Safety Standards
P	5270	Security of Buildings and Grounds
P	5280	Vandalism and Theft
	5300	<u>Purchasing and Supply Management</u>
P	5310	Purchasing Furniture and Equipment
P	5320	Preference for Missouri Products

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**BOARD POLICY
TABLE OF CONTENTS**

	5400	<u>Inventory Management</u>
P	5410	Inventory Requirements
P	5420	Maintenance and Control of Instructional Materials
P	5440	Equipment on Loan
	5500	<u>Food Service Program</u>
P	5510	Food Service Management
P	5520	Uniform Policy for Free and Reduced-Price Meals
P	5530	Competitive Food Sales
PR	5540	Food Safety
	5600	<u>Transportation</u>
P	5610	School Bus Drivers
PR	5620	Student Transportation Services
P	5630	Bus Routes and Schedules
P	5640	Bus Inspections
P	5650	Transportation Records and Reports
PR	5660	Field Trips
PR	5661	Field Trip Transportation in Private Vehicles/Common Carriers
P	5670	Use of School Buses

**BOARD POLICY
TABLE OF CONTENTS**

6000	INSTRUCTIONAL SERVICES
6100	<u>Curriculum Services</u>
P 6110	Curriculum Development
P 6111	Curriculum Planning
P 6112	Curriculum Research
P 6113	Curriculum Design
P 6114	Curriculum Adoption
P 6115	State Mandated Curriculum: American History
P 6116	State Mandated Curriculum: Human Sexuality
P 6120	Curriculum Guides
P 6130	Drug Education
P 6140	Services for Students with Disabilities
PR 6145	Service Animals in Schools
P 6150	Curriculum for At-Risk Students
P 6160	Curriculum for Gifted and Talented Students
P 6170	Early Childhood Education
PF 6180	English Language Learner (ELL)
P 6190	Virtual Instruction (MoVIP)

**BOARD POLICY
TABLE OF CONTENTS**

	6200	<u>Instruction</u>
P	6210	Instructional Time
P	6220	Student Teachers and Interns
PR	6230	Textbook Selection and Adoption
PR	6231	Textbook Usage - Students
P	6240	Instructional Materials
PRF	6241	Challenged Materials
P	6242	Religious or Controversial Issues
P	6243	Copyrighted Materials
PRF	6250	Instruction for Students with Disabilities
PR	6255	Independent Educational Evaluation Policy for Disabled Students under the IDEA
P	6260	Educational Surrogate
PR	6270	Instruction for At-Risk Students
P	6271	Instruction for Gifted and Talented Students
P	6272	Instruction for Preschool Students
PR	6273	Instruction for Homeless Students
P	6274	Instruction for Migrant Students
PR	6275	Instruction for Homebound Students
P	6280	Vocational/Technical Education

**BOARD POLICY
TABLE OF CONTENTS**

	6300	<u>Library, Media, and Technology Services</u>
PR	6310	School Libraries
PR	6320	Internet Safety Policy
	6400	<u>Evaluation Services</u>
P	6410	Evaluation of Instructional Programs
P	6420	Test Security
P	6440	Statewide Assessments
P	6450	Assignment of Grades
	6500	<u>Community Education/Continuing Education Program</u>
P	6510	Instruction for Adults
P	6530	Email Records and Electronically Stored Information
PR	6531	Records Retention/Destruction

**BOARD POLICY
TABLE OF CONTENTS**

7000	FACILITIES DEVELOPMENT
	7100 <u>Facilities Planning and Design</u>
P	7110 Educational Specifications
PR	7120 Procurement of Architects, Engineers and Land Surveyors
PR	7130 Construction Manager Selection
	7200 <u>Facilities Construction</u>
P	7210 Construction Contracts, Bidding and Awards
P	7215 Construction Cooperative Projects with Municipals
P	7220 Board Inspection and Acceptance
P	7300 <u>Site/Facilities Retirement</u>