

**RSU 13 POLICIES
TABLE OF CONTENTS**

JULY 2017

SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

AC	Non-discrimination/Equal Opportunity & Affirmative Action
ACAA	Harassment & Sexual Harassment of Students
ACAA-R	Complaint Procedure
ACAB	Harassment and Sexual Harassment of Employees
ACAAB	Employee Concerns & Complaints
ACAB-R	Employee Discrimination and Harassment Complaint Procedure
ACAD	Hazing
AD	Educational Philosophy/Mission
ADA	School District Goals & Objectives
ADAA	School System Commitment to Standards for Ethical & Responsible Behavior
ADC	Tobacco Use & Possession
ADC-R	Tobacco Use & Possession - Administrative Procedure

SECTION B: BOARD GOVERNANCE AND OPERATIONS

BB	School Board Legal Status & Organization
BBA	School Board Powers & Responsibilities
BCA	Board Member Code of Ethics & Conduct
BCB	Board Member Conflict of Interest
BCC	Avoidance of Nepotism
BDD	Board & Superintendent Functions & Responsibility
BDDA	Fiscal Management – Internal Controls
BDI	Student Representatives to the School Board
BE	School Board Operations
BEA	School Board Use of Electronic Mail
BEDH	Public Participation at Board Meetings
BG	School Board Policy Process
BGH	Policy Adoption
BIA	New Board Member Orientation

SECTION C: GENERAL SCHOOL ADMINISTRATION

CB	School Superintendent
CB-R	Superintendent's Job Description
CBB	Recruitment of Superintendent
CBB-R	Procedures for Recruitment of Superintendent
CBC	Powers & Responsibilities of the Superintendent
CBI	Evaluation of the Superintendent
CHCAA	Student Handbooks
CHD	Administration in the Absence of Policy

SECTION D: FISCAL MANAGEMENT

DA	Fiscal Management Goals/Priority Objectives
DB	Annual Budget
DD	Grants
DID	Property and Equipment Inventories
DJ	Purchasing Requirements
DJC	Petty Cash Accounts
DJF	Purchasing & Contracting Code of Conduct
DJH	Purchasing & Contracting-Procurement Staff Code of Conduct
DN	School Properties Disposition

SECTION E: SUPPORT SERVICES

EBAA	Hazard Reporting
EBCA	Crisis Response Plan
EBBCA	Fragrance and Air Quality
EBCC	Bomb Threats
EBCF	Automated External Defibrillators (AEDs)
ECB	Pest Management in School Facilities & on School Grounds
EEA	Student Transportation Services
EEA-F	Transportation Forms
EEA-P	School Bus Drivers And Van Drivers Procedural Guidelines - Responsibilities And Duties
EEAEAA	Drug and Alcohol Testing of School Bus Drivers
EEAEAA-R	Procedures for Drug and Alcohol Testing of School Bus Drivers
EFC	Free and Reduced Price Food Services
EFE	Sales of Food in Competition with the Food Service Program

SECTION G: PERSONNEL

GBEC	Drug-Free Workplace
GBGAA	Blood-Borne Pathogens
GBGAA-R	Blood-Borne Pathogens Exposure Control Procedures
GBI	Staff Gifts and Solicitations
GBN	Family and Medical Leave
GBO	Family Care Leave
GCFB	Recruiting and Hiring of Administrative Staff
GCG	Employment of Substitutes
GCI	Professional Staff Development Opportunities
GCOA	Supervision and Evaluation of Professional Staff
GCOA-F	Professional Staff Evaluation Form
GCOA-P	Professional Staff Evaluation Procedure
GCOC	Evaluation of Administrative Staff
GCOC-F	Administrator Evaluation Form
GCOC-P	Administrator Evaluation Procedure
GCOD	Supervision and Evaluation of Hourly Employees
GCOD-P	Evaluation Procedures for Hourly Employees
GCOD-F	Evaluation of Hourly Employees
GCQC	Resignation of School Unit Employees
GCR	Personnel Assignments and Transfers
GCSA	Employee Computer and Internet Use
GCSA-R	Employee Computer and Internet Use Rules

SECTION I: INSTRUCTION

IGA	Curriculum & Educational Programs
IHBA	Individualized Education Plans
IHBAA	Referral/Pre-Referral of Students with Disabilities
IHBAA-R	Referral/Pre-Referral Procedures
IHBAC	Child Find
IHBAL	Grievance Procedure for Persons with Disabilities
IHBB	Gifted and Talented Programs
IHBG	Home Schooling
IHBGB	Supplemental Statement of Rights for Students with Disabilities Enrolled by Parents in Private Schools
IHCDA	Post-Secondary Enrollment Options
IJJ	Selection of Instructional and Research Materials
IJJ-E	Form for Challenge of Instructional or Research Materials
IJJ-R	Review Committee Procedures
IJNDA	Student Home Use of MLTI Laptops
IJNDC	Student Computer & Internet Use
IJOC	School Volunteers
IKE	Promotion, Retention, & Acceleration of Students
IKF	Graduation Requirements
IKF-R	Procedures: Community Service Requirement
ILD	Student Submission to Surveys, Analyses, or Evaluations
IMBB	Exemption from Required Instruction
IMG	Animals in Schools
IMGA	Service Animals in Schools

SECTION J: STUDENTS

JCA	Assignment of Students to Schools
JCA-F	Student Transfer Request
JEA	Compulsory Student Attendance
JFAA	Student Residency
JFAB	Admission of Non-Resident Students
JFABD	Admission of Homeless Students
JFC	Student Withdrawal from School (Dropout Prevention)
JHB	Truancy
JHCA	Closed Campus/Senior Privilege
JICH	Drug and Alcohol Use by Students
JICIA	Weapons, Violence, & School Safety
JICJ	Student Use of Electronic Devices
JICK	Bullying and Cyberbullying Prevention in Schools
JICK-R	Bullying and Cyberbullying Administrative Procedure
JICK-E1	Bullying and Cyberbullying Reporting Form
JICK-E2	Bullying and Cyberbullying Responding Form
JICK-E3	Bullying and Cyberbullying Remediation Form
JICK-E4	Bullying and Cyberbullying Reporting, Responding, and Remediation Procedure (Flowchart)
JIH	Student Searches
JJE	Fundraising Activities
JJIC	Student Eligibility
JK	Student Discipline
JK-R	Administrative Procedure: Expulsion of Students
JKAA	Use of Physical Restraint and Seclusion

SECTION J: STUDENTS CONT'D.

JKAA-R	Use of Physical Restraint and Seclusion Procedure
JKD	Suspension of Students
JKF	Disciplinary Removal of Students with Disabilities
JKF-R	Disciplinary Removal of Students with Disabilities – Administrative Procedure
JL	Student Wellness
JLCB	Immunization of Students
JLCC	Communicable/Infectious Diseases
JLCD	Administration of Medication to Students
JLCDA	Medical Marijuana in Schools
JLDBG	Reintegration of Students from Juvenile Correctional Facilities
JLF	Reporting Child Abuse and Neglect
JO	Employment of Students
JRA	Student Education Records
JRA-E	Notification of Student Education Records and Information Rights

SECTION K: SCHOOL-COMMUNITY-HOME RELATIONS

KBF	Parent Involvement in Title I Programs
KCD	Public Gifts/Donations to the Schools
KE	Public Concerns and Complaints
KF	Community Use of School Facilities
KF-F	Request to Use RSU 13 Facilities and Equipment
KHB	Advertising in the Schools
KHC	Public Distribution of Materials
KIA	Rules for Spectators at Athletic Events

SECTION L: EDUCATION AGENCY RELATIONS

LDA	Student Teaching and Internships
-----	----------------------------------