

TABLE OF CONTENTS

A—SERVICE CENTER ORGANIZATION

A	Service Center Authority
AA	Service Center Legal Status - KSA 72-8230
AB	Board of Directors Legal Status - KSA 72-8230
ABA	Authority of the Board
ABE	Service Center Goals and Objectives
AEA	School Calendars

TABLE OF CONTENTS

B—SERVICE CENTER BOARD OPERATIONS

BA	Goals and Objectives
BBA	Internal Organization BBA
.....	Method of Elections
BBB	New Member Orientation
BBBC	Board Member Development Opportunities
BBBF	Reimbursement for Expenses (See GAN)
BBC	Board Committees (See CF)
	Advisory Committees
BBE	Attorney
BBG	Consultants (See CJ)
BCAC	Special Meetings (See BCBF)
	Waiver of Notice
BCAE	Public Hearings (See BCBI)
BCBD	Agenda
BCBF	Rules of Order (See BCBH)
BCBFA	Quorum
BCBG	Voting Method
BCBH	Minutes (See BCBF)
BCBI	Public Participation
	Open Forum
	Patron-Requested Agenda Items
	Handling Complaints
	Sample form - Request to Add an Agenda Item
BCBJ	News Coverage
	Cameras/Recording Devices at Board Meetings
BCBK	Executive Session
	Sample Motion
	No Binding Action, Executive Sessions

BDA Developing and Adopting Policy (See CM, CMA, GAA and JA)

Drafting Policy

Attorney Involvement Policy

Dissemination Historical

Policy Files Public Input on

Policy

BE Service Center Records (See BCBK, CN, and ECA)

TABLE OF CONTENTS

C—GENERAL SERVICE CENTER ADMINISTRATION

CA	Goals and Objectives of Service Center Administration
CB	Administrator Ethics
CD	Administrative Line and Staff Relations (See GACA and GACB)
CE	Service Center Executive Director
CEA	Executive Director Qualifications
CEB	Executive Director's Duties
CEC	Executive Director Recruitment CED
.....	Executive Director Appointment
CEE	Compensation and Benefits
CEF	Expense Reimbursement and Credit Cards (See GAN)
CEG	Staff Development Opportunities
CEI	Evaluating the Executive Director (See CGI and GAK)
CEJ	Nonrenewing or Terminating the Executive Director's Contract
CEK	Resignation
CF	Board-Executive Director Relations (See BBC)
CG	Administrative Personnel (See CEF, and GAN)
	Compensation Guides and Contracts
	Qualifications and Duties
	Recruitment
	Assignment
	Orientation
	Supervision
	Time Schedules
	Administrative Intern Program
	Personnel
	Travel Expense and Reimbursement
CGI	Administrator Evaluation (See CEI, GAK and GBI)
CJ	Hiring Consultants (See BBG, and CL)
CK	Professional Development Opportunities

- CL.....Administrative Teams
 - Method of Appointment
 - Organization
 - Resources
 - Material
 - Financial
- CM Policy Implementation (See BDA, CMA, GAA and JA)
- CMA Administrative Rules and Regulations (See BDA, CM, DJFAB, GAA and JA)
 - Staff Involvement
 - Community Involvement
 - Student Involvement
 - Rules Drafting
 - Disseminating Rules
 - Reviewing Rules
 - Action Allowed When No Policy Exists
- CMB.....Administration in Policy Absence
- CN Public Records (See BE, ECA, IDEA, HAI, JGGA and JR et seq.)
 - Types of Records
 - Central Office Records
 - Building Records
 - Public Access
 - Disposition
 - Form, Request for Records
- CO..... Reports (See BCBK)
 - Types of Reports
 - Annual
 - Budget Reports
 - Disseminating Reports
- CP Administrative Chain-of Command

TABLE OF CONTENTS

D--FISCAL MANAGEMENT

DA	Goals and Objectives
DB	Budget Planning
DC	Annual Operating Budget
	Budget Forms
	Priorities
	Deadlines and Schedules
	Encumbrances
	Recommendations
	Preliminary Adoption Procedures
	Hearings and Reviews
DFAA	Grants and other Outside Financial Resources
DFK	Gifts and Bequests
DFM	Equipment and Supplies Sales (See KK)
DG	Bank Depository
DH	Bonded Employees
DIC	Inventories
DJB	Petty Cash Accounts
	Resolution to Establish Petty Cash Fund
DJE	Purchasing
	Purchasing Authority
DJEB	Quality Control
	Specifications
	Standardization
	Quantity Purchasing
	Cost Control
DJED	Bids and Quotations Requirements
	Bid Specifications
	Procedure
	Responsible Bidder
	Withdrawal of Bids

TABLE OF CONTENTS

E--BUSINESS MANAGEMENT

EA	Goals and Objectives
EBA	Insurance Program
	Liability Other Than For Vehicles
EBA A	Workers' Compensation
	Choice of Physician
EBB	Safety
	Safety Rules
	Heating and Lighting
EBBD	Evacuations and Emergencies (See EBBF)
	Planning for Emergencies
EBBE	Emergency Drills
EBBF	Crisis Planning (See EBBD)
EBC	Security and Safety (JDD, and JDDB)
	Reporting Crimes at School to Law Enforcement
	Reporting Certain Students to Administrators and Staff
	Annual Reports Staff
	Immunity
	Sample Form, Report to Staff member
ECA	HIPAA Policy (See JRB)
	Staff Training Required
	Compliance Required
	Form, Notice of Privacy Practices
	Form, Health Records, Request for Amendment
ECH	Printing and Duplicating Services (See IIBG)
	Copyright Regulations and "fair use" rules for educators
ED	Student Transportation Management (See EDDA)
EDAA	School Vehicles (Service Center-Owned Buses) (See ED)
	Liability
	Safety
	Speed Limits

Safety Inspection
Scheduling and Routing
Records
Licensing of Drivers
Housing of School Vehicles

TABLE OF CONTENTS

F--FACILITY EXPANSION PROGRAM

FA	Goals and Objectives
FB	Building Committees
FD	Facility Long Range Planning
FDB	Long Range Needs Determination

TABLE OF CONTENTS

G--PERSONNEL

GA--	Employees Using Cellular Phones on Duty
GA	Personnel Policy Organization
GAA	Goals and Objectives (See BDA, CM, CMA and JA)
GAAA	Non-discrimination and Equal Employment Opportunity
GAAB	Federal Program Administration Complaints & Discrimination (See KN)
GAAC	Sexual Harassment (See GAF)
GAACA	Racial Harassment (See GAF, and KN)
GAAD	Child Abuse
	SRS Access to Students on School Premises
	Cooperation Between School and Agencies
	Reporting Procedure
GAC	Policies and Rules Development
GACA	Positions (See GACB)
GACB	Job Descriptions (See CD and GACA)
GACC	Recruitment and Hiring
	Recruitment
	Hiring
	Hiring Sequence
	Form, Applicant Job Application Acknowledgments
GACCA	Nepotism
GACD	Employment Eligibility Verification (Form I-9) (See GAK)
GACE	Assignment and Transfer
GADA	Employee Development Opportunities
GAE	Complaints
GAF	Staff-Student Relations (See GAAC, GAACA, and KN)
GAG	Conflict of Interest
GAHB	Political Activities (See GBRK and GCRK)
GAJ	Gifts (KH)
	Gifts to Staff Members

- GAK**..... Personnel Records (See CEI, CGI, GACD, GBI, and GCI)
 - Requests for References
 - Immunity Provided
 - Form, Request to Release Personnel Records
- GAM**..... Personal Appearance
- GAN**..... Travel Expenses (See BBBF, CG, CEF, GBRC, and GCA)
- GAO**..... Maintaining Proper Control (See JGFB)
- GAOA**..... Drug Free Workplace (See LDD)
- GAOB**..... Drug Free Schools (See JDDA and LDD)
 - Employee Conduct
- GAOC**..... Use of Tobacco Products in School Buildings
- GAOD**..... Drug and Alcohol Testing
- GAOE**..... Workers Compensation and Disability Benefits
- GAOF**..... Salary Deductions
- GAR**..... Communicable Diseases
- GARA**..... Bloodborne Pathogen Exposure Control Plan
- GARI**..... Family and Medical Leave
 - Sample: Family and Medical Leave Plan
- GARID**..... Military Leave
- GBH**..... Supervision
- GBI**..... Evaluation (See GAK)
 - Availability of Evaluation Documents
 - Evaluation Criteria
 - Evaluation Procedure
- GBK**..... Suspension
- GBN**..... Nonrenewal and Termination
- GBO**..... Resignation
- GBQA**..... Reduction of Teaching Staff

GBR	Working Schedule (See JGFB)
	Work Schedules
	Attendance Required
GBRC	Professional Development (See GAN and GBRH)
GBRD	Staff Meetings
GBRE	Additional Duty
GBRF	Travel Expenses (See GAN)
GBRG	Non-School Employment
GBRGB	Tutoring for Pay
GBRH	Leaves and Absences (See GBRC)
	Paid Leave
	Unpaid Leave
	Judicial Leave
GBRIBA	Disability Leave
GBRJ	Substitute Teaching
GBRK	Political Activities (See GAHB)
GBU	Ethics (See GAG, GAJ, IA and IKB)
GCA	Compensation and Work Assignments (See GAN)
	Work Assignments
	Attendance Required
	Workweek
	Classification of Employees
	Overtime
	Compensation for Out-of-Town/Overnight Trips
GCH	Supervision
GCI	Classified Employee Evaluation (See GAK)
GCK	Suspension
GCRF	Non-School Employment
GCRG	Leaves and Absences
	Paid Leave
	Unpaid Leave
	Jury Leave
GCRH	Vacations

GCRI Paid Holidays

GCRK..... Political Activities (See GAHB)

TABLE OF CONTENTS

H--NEGOTIATIONS

HAA	Legal Status
HAB	Goals and Objectives
HAC	Scope of Negotiations (See HAI)
HAE	Board Negotiating Agents
HAF	Executive Director's Role
HAHBA	Use of School Facilities
HAHBB	Use of School Equipment
HAI	Negotiations Procedures (See CN)
	Distribution of Information
	Research Assistance
	Minutes and Records
	Reporting to Staff and Board
	Reporting to the Media and Public
HAJ	Preliminary Agreement Disposition
HAK	Ratification Procedures
HAL	Announcement of Agreement
HAN	Slowdowns

TABLE OF CONTENTS

I--INSTRUCTIONAL PROGRAM

IA	Philosophy - Mission Statement (See GBU and IKB)
IC	Curriculum Development (See IDAA)
	Personnel
	Financial Resources
IDAA	Special Programs (See IC, and JJ)
IDAE	Student Privacy Policy
IFCB	Field Trips
IHF	Graduation Requirements (See JFCA)
IIBG	Computer Use (See ECH and GAA)
	Use of District Computers/Privacy Rights
	Copyright
	Installation
	Hardware
	Audits
	E-mail Privacy Rights
	Ownership of Employee Computer Materials
IIBGA	Children's Internet Protection Act
	Form, Children's Internet Protection Act Plan
IKB	Controversial Issues (See GBU and IA)
IKDA	Religious Objections to Activities
	Form, Opt-Out Activity Participation

TABLE OF CONTENTS

J--STUDENTS

JA	Goals and Objectives (See BDA, CM, CMA, and GAA)
JB	Attendance Records JCAB
.....	Searches of Property
	Search of Lockers
	Searches of Property
JCABB	Searches of Students
	Form, Search Report
JDA	Corporal Punishment
JDD	Suspension and Expulsion Procedures
	(See EBC, JDDB, and JHCAA)
	Reasons for Suspension or Expulsion
	Short-term Suspension
	Rules Which Apply in all Cases When a Student may be Suspended or Expelled
	Student Rights During a Long-Term Suspension/Expulsion Hearing
	Appeal to the Board
JDDA	Drug Free Schools (See GAOB and LDD)
	Student Conduct
JDDB	Reporting Crimes to Law Enforcement (See EBC and JDD)
JFAC	Parent Conferences
JFC	Graduation Exercises
JFCA	Early Graduation (See IHF)
JGCC	Communicable Diseases
JGFB	Supervision of Students (See GAO, and GBR)
JGFG	Student Accidents
	Records
	Form, Consent for Emergency Medical Treatment
JGFGB	Supervision of Medications (See JGFGBA)
	Form, Permission for Medication

	Form, Medications Given at School
JGFGBA	Student Self-Administration of Medications (See JGFGB)
	Student Eligibility
	Authorization Required
	Employee Immunity
	Waiver of Liability
	Additional Requirements
	Form, Permission for Self-Administration of Medication
JGGA	Use of Video Cameras (See CN and JR <u>et seq.</u>)
JHC	Student Organizations
	Student Government
JHCA	Student Publications
	School-Sponsored Student Publications
	Non-School Sponsored Student Publications
	Advertisements
JHCAA	Gang Activity (See JDD)
JJ	Employment of Students (See IDAA)
	Vocational or Other Work Experience
JR	Student Records
	(See BCBK, CN, ECA, IDAE, JGGA, and JR <u>et seq.</u>)
JRA	Types of Records
	(See BCBK, CN, ECA, IDAE, JGGA, and JR <u>et seq.</u>)
	Permanent Student Records
	Administrative records
	Supplementary records
	Tentative records
JRB	Release of Student Records
	(See BCBK, CN, ECA, IDAE, JGGA, and JR <u>et seq.</u>)
	Directory Information
	Forwarding Pupil Records
JRC	Disposition of Records
	(See BCBK, CN, ECA, IDAE, JGGA, and JR <u>et seq.</u>)
JRD	Hearing Request
	(See BCBK, CN, ECA, IDAE, JGGA, and JR <u>et seq.</u>)

TABLE OF CONTENTS

K--GENERAL PUBLIC RELATIONS

KA	Goals and Objectives
KBC	Media Relations
	News Releases
	Conferences and Interviews
KG	Use of Service Center Facilities and Equipment
	Fees and Rental Charges
	Lease Arrangements
	Equipment
KGA	Building and Grounds
KGC	Supervision of Non-School Groups
KH	Gifts to Schools (See GAJ)
KK	Public Sales of Service Center Property (See DFM)
KN	Complaints (See BCBI, GAAA, GAAB, GAAC, GAACA and IF)
	Complaints About Discrimination or Discriminatory Harassment
	Informal Procedures
	Formal Complaint Procedures
	Complaints About Policy
	Complaints About Curriculum
	Complaints About Instructional Materials
	Complaints About Facilities and Services
	Complaints About Personnel
	Form, Complain of Discrimination

TABLE OF CONTENTS

L--INTERORGANIZATIONAL RELATIONS

LA	Goals and Objectives
LB	School-Community Cooperation
LC	School-Community Programs
LDD	Federal Government-Drug Free Schools (See GAOA, GAOB, and JDDA)

TABLE OF CONTENTS

M--RELATIONS WITH OTHER EDUCATION AGENCIES

MA	Goals and Objectives
MD	Service Center Relations
MF	Colleges and Universities
	Contract Required
	Other Relationships