

WORTH SCHOOL DISTRICT 127 POLICY MANUAL

TABLE OF CONTENTS

Section 1 - School District Organization

- 1:10 School District Legal Status
- 1:20 District Organization, Operations and Cooperative Agreements
- 1:30 School District Philosophy

Section 2 - School Board

- 2:10 School District Governance
- 2:20 Powers and Duties of the School Board
- 2:30 School District Elections
- 2:40 Board Member Qualifications
- 2:50 Board Member Term of Office
- 2:60 Board Member Removal from Office
- 2:70 Vacancies on the School Board – Filling Vacancies
- 2:80 Board Member Oath and Conduct
- 2:80-E Exhibit – Board Member Code of Conduct
- 2:100 Board Member Conflict of Interest
- 2:105 Ethics and Gift Ban
- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:120 Board Member Development
- 2:125 Board Member Expenses
- 2:130 Board-Superintendent Relationship
- 2:140 Communications To and From the Board
- 2:140-E Exhibit – Guidance for Board Member Communications, Including Email Use
- 2:150 Committees
- 2:160 Board Attorney
- 2:170 Procurement of Architectural, Engineering, and Land Surveying Services
- 2:200 Types of School Board Meetings
- 2:210 Organizational School Board Meeting
- 2:220 School Board Meeting Procedure
- 2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting
- 2:230 Public Participation at School Board Meetings and Petitions to the Board
- 2:240 Board Policy Development
- 2:250 Access to District Public Records
- 2:260 Uniform Grievance Procedure
- 2:260-AP Administrative Procedure - Guidelines for Investigating Complaints and Allegations of Misconduct
- 2:260-AP2 Administrative Procedure – Nondiscrimination Coordinator and Complaint Manager

Section 3 - General School Administration

- 3:10 Goals and Objectives
- 3:30 Chain of Command
- 3:40 Superintendent
- 3:50 Administrative Personnel Other Than the Superintendent
- 3:60 Administrative Responsibility of the Building Principal
- 3:70 Succession of Authority
- 3:70-AP Administrative Procedure – Succession Plan

Section 4 - Operational Services

- 4:10 Fiscal and Business Management
- 4:15 Identity Protection
- 4:15-AP Administrative Procedure – Protecting the Privacy of Social Security Numbers

4:15-E1	Exhibit – Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
4:15-E2	Exhibit – Statement of Purpose for Collecting Social Security Numbers
4:15-E3	Exhibit – Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
4:30	Revenue and Investments
4:40	Incurring Debt
4:45	Insufficient Fund Checks
4:50	Payment Procedures
4:55	Use of Credit and Procurement Cards
4:60	Purchases and Contracts
4:70	Resource Conservation
4:80	Accounting and Audits
4:90	Activity Funds
4:100	Insurance Management
4:130	Free and Reduced-Price Food Services
4:140	Waiver of Student Fees
4:150	Facility Management and Building Programs
4:160	Environmental Quality of Buildings and Grounds
4:170	Safety

Section 5 - Personnel

5:10	Equal Employment Opportunity and Minority Recruitment
5:10-AP	Administrative Procedure – Workplace Accommodations for Nursing Mothers
5:20	Sexual Harassment
5:30	Hiring Process and Criteria
5:30-AP2	Administrative Procedure – Investigations
5:35	Compliance with the Fair Labor Standards Act
5:35-E	Exhibit – Volunteer Agreement Executed by a Non-Exempt Employee
5:40	Communicable and Chronic Infectious Disease
5:50	Drug and Alcohol-Free Workplace
5:60	Expenses
5:70	Religious Holidays
5:80	Court Duty
5:90	Abused and Neglected Child Reporting
5:100	Staff Development Program
5:120	Ethics
5:125	Personal Technology and Social Media; Usage and Conduct
5:130	Responsibilities Concerning Internal Information
5:130-AP	Administrative Procedure – Email Retention
5:150	Personnel Records
5:150-AP	Administrative Procedure – Personnel Records
5:170	Copyright
5:170-AP1	Administrative Procedure – Copyright Compliance
5:170-AP2	Administrative Procedure – Seeking Permission to Copy or Use Copyrighted Works
5:170-AP3	Administrative Procedure – Instructional Materials and Computer Programs Developed Within the Scope of Employment
5:180	Temporary Illness or Temporary Incapacity
5:185	Family and Medical Leave
5:185-AP	Administrative Procedure – Resource Guide for Family and Medical Leave
5:190	Teacher Qualifications
5:190-AP	Administrative Procedure – Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are Highly Qualified
5:220	Substitute Teachers
5:230	Maintaining Student Discipline
5:240	Suspension

5:260	Student Teachers
5:270	Employment At-Will, Compensation and Assignment
5:280	Duties and Qualifications
5:320	Evaluation
Section 6 - Instruction	
6:10	Educational Philosophy and Objectives
6:15	School Accountability
6:20	School Year Calendar and Day
6:40	Curriculum Development
6:50	School Wellness
6:60	Curriculum Content
6:60-AP	Administrative Procedure - Comprehensive Health Education Program
6:65	Student Social and Emotional Development
6:90	Kindergarten
6:110	Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
6:120	Education of Children with Disabilities
6:120-AP4	Administrative Procedure – Care of Students with Diabetes
6:140	Education of Homeless Children
6:140-AP	Administrative Procedure - Education of Homeless Children
6:150	Home and Hospital Instruction
6:160	English Language Learners
6:170	Title I Programs
6:170-AP3	Administrative Procedure - No Child Left Behind Checklist
6:190	Extracurricular and Co-Curricular Activities
6:235	Access to Electronic Networks
6:235-AP1	Administrative Procedure - Acceptable Use of Electronic Networks
6:235-AP2	Administrative Procedure - Web Publishing Guidelines
6:235-E1	Exhibit – Student Authorization for Electronic Network Access
6:235-E2	Exhibit - Authorization for Electronic Network Access
6:235-E3	Exhibit - Online Privacy Statement
6:235-E4	Exhibit – Keeping Yourself and Your Kids Safe on Social Networks
6:250	Community Resource Persons and Volunteers
6:250-AP	Administrative Procedure – Securing and Screening Resource Persons and Volunteers
6:250-E	Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability
6:255	Assemblies and Ceremonies
6:280	Grading and Promotion
6:280-AP	Administrative Procedure - Evaluating and Reporting Student Achievement
6:340	Student Testing and Assessment Program
Section 7 - Students	
7:10	Equal Educational Opportunities
7:15	Student and Family Privacy Rights
7:20	Harassment of Students Prohibited
7:50	School Admissions and Student Transfers To and From Non-District Schools
7:60	Residence
7:60-AP2	Administrative Procedure - Establishing Student Residency
7:60-E2	Exhibit - Letter of Residence to Be Used When the Person Seeking to Enroll a Student is Living with a District Resident
7:60-E3	Exhibit - Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student
7:70	Attendance and Truancy
7:80	Release Time for Religious Instruction/Observance
7:100	Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

7:130	Student Rights and Responsibilities
7:170	Vandalism
7:185	Teen Dating Violence Prohibited
7:190	Student Discipline
7:200	Suspension Procedures
7:210	Expulsion Procedures
7:230	Misconduct By Students With Disabilities
7:240	Conduct Code for Participants in Extracurricular Activities
7:241	Code of Conduct for Extracurricular Activities
7:250	Student Support Services
7:250-AP	Administrative Procedure - Measures to Control the Spread of Head Lice at School
7:270	Administering Medicines to Students
7:280	Communicable and Chronic Infectious Disease
7:280-AP	Administrative Procedure - Managing Students with Communicable or Infectious Diseases
7:280-E1	Exhibit - Placement of Students with AIDS
7:280-E2	Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases
7:285	Food Allergy Management Program
7:305	Student Athlete Concussions and Head Injuries
7:325	Student Fund-Raising Activities
7:340	Student Records
7:340-AP	Administrative Procedure - Student Records
7:360	Directory Information

Section 8 - Community Relations

8:10	Connection with the Community
8:20	Community Use of School Facilities
8:20-E	Exhibit - Application and Procedures for Use of School Facilities
8:25	Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
8:30	Visitors to and Conduct on School Property
8:30-AP	Administrative Procedure - Definition of Child Sex Offender
8:30-E1	Exhibit - Letter to Parent Regarding Visits to School by Child Sex Offenders
8:30-E2	Exhibit - Child Sex Offender's Request for Permission to Visit School Property
8:70	Accommodating Individuals with Disabilities
8:80	Gifts to the District
8:90	Parent Organizations and Booster Clubs
8:95	Parental Involvement
8:100	Relations with Other Organizations and Agencies

03.15.2018