

# East Aurora SD 131

## Table of Contents

### East Aurora SD 131

#### **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 - BOARD OF EDUCATION**

2:10 School District Governance

2:20 Powers and Duties of the Board of Education; Indemnification

2:30 School District Elections

2:40 Board Member Qualifications

2:42 Student Appointment to the School Board

2:50 Board Member Term of Office

2:60 Board Member Removal from Office

2:70 Vacancies on the Board of Education - Filling Vacancies

2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

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

2:120-E1 Exhibit - Guidelines for Serving as a Mentor to a New Board of Education Member

2:120-E2 Exhibit - Website Listing of Development and Training Completed by Board Members

2:125 Board Member Compensation; Expenses

2:125-E1 Exhibit - Board Member Expense Reimbursement Form

2:125-E2 Exhibit - Board Member Estimated Expense Approval Form

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

2:160-E Exhibit - Checklist for Selecting a Board Attorney

2:170 Procurement of Architectural, Engineering, and Land Surveying Services

2:200 Types of Board of Education Meetings

2:210 Organizational Board of Education Meeting

2:220 Board of Education Meeting Procedure

2:220-E1 Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

2:220-E3 Exhibit - Closed Meeting Minutes

2:220-E4 Exhibit - Open Meeting Minutes

2:220-E5 Exhibit - Semi-Annual Review of Closed Meeting Minutes

2:220-E6 Exhibit - Log of Closed Meeting Minutes

2:220-E7 Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

2:220-E8 Exhibit - Board of Education Records Maintenance Requirements and FAQs

2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

2:240 Board Policy Development

2:240-E1 Exhibit - PRESS Issue Updates

2:240-E2 Exhibit - Developing Local Policy

2:250 Access to District Public Records

2:260 Uniform Grievance Procedure

2:265 Title IX Sexual Harassment Grievance Procedure

## **SECTION 3 - GENERAL SCHOOL ADMINISTRATION**

3:10 Goals and Objectives

3:30 Chain of Command

3:40 Superintendent

3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

3:50 Administrative Personnel Other Than the Superintendent

3:60 Administrative Responsibility of the Building Principal

3:70 Succession of Authority

## **SECTION 4 - OPERATIONAL SERVICES**

4:10 Fiscal and Business Management

4:15 Identity Protection

4:20 Fund Balances

4:30 Revenue and Investments

4:40 Incurring Debt

4:45 Insufficient Fund Checks and Debt Recovery

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 Student Activity and Fiduciary Funds

4:100 Insurance Management

4:110 Transportation

4:120 Food Services

4:130 Free and Reduced-Price Food Services

4:130-E Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

4:140 Waiver of Student Fees

4:150 Facility Management and Building Programs

4:160 Environmental Quality of Buildings and Grounds

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

4:170 Safety

4:175 Convicted Child Sex Offender; Screening; Notifications

4:180 Pandemic Preparedness; Management; and Recovery

## **SECTION 5 - PERSONNEL**

### General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

5:20 Workplace Harassment Prohibited

5:20-E Resolution to Prohibit Sexual Harassment

5:30 Hiring Process and Criteria

5:35 Compliance with the Fair Labor Standards Act

5:40 Communicable and Chronic Infectious Disease

5:50 Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

5:60 Expenses

5:60-E1 Exhibit - Employee Expense Reimbursement Form

5:60-E2 Exhibit - Employee Estimated Expense Approval Form

5:70 Religious Holidays

5:80 Court Duty

5:90 Abused and Neglected Child Reporting

5:100 Staff Development Program

5:110 Recognition for Service

5:120 Employee Ethics; Conduct; and Conflict of Interest

5:125 Personal Technology and Social Media; Usage and Conduct

5:130 Responsibilities Concerning Internal Information

5:140 Solicitations By or From Staff

5:150 Personnel Records

5:170 Copyright

5:180 Temporary Illness or Temporary Incapacity

5:185 Family and Medical Leave

### Professional Personnel

5:190 Teacher Qualifications

5:200 Terms and Conditions of Employment and Dismissal

5:210 Resignations

5:230 Maintaining Student Discipline

5:240 Suspension

5:250 Leaves of Absence

5:260 Temporary Personnel - Student Teachers/Interns

#### Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

5:280 Duties and Qualifications

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

5:290 Employment Termination and Suspensions

5:300 Schedules and Employment Year

5:320 Evaluation

5:330 Sick Days, Vacation, Holidays, and Leaves

5:342 Administrator Tuition Reimbursement Program

5:344 Non-Union Department Staff Tuition Reimbursement Program

### **SECTION 6 - INSTRUCTION**

6:10 Educational Goals, Philosophy and Objectives

6:15 School Accountability

6:20 School Year Calendar and Day

6:30 Organization of Instruction

6:40 Curriculum Development

6:50 School Wellness

6:60 Curriculum Content

6:65 Student Social and Emotional Development

6:70 Teaching About Religions

6:80 Teaching About Controversial Issues

6:100 Using Animals in the Educational Program

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

6:130 Program for the Gifted

6:135 Accelerated Placement Program

6:140 Education of Homeless Children

6:145 Migrant Students

6:150 Home and Hospital Instruction

6:160 English Learners

6:170 Title I Programs

6:180 Extended Instructional Programs

6:185 Remote Educational Program

6:190 Extracurricular and Co-Curricular Activities

6:210 Instructional Materials

6:230 Library Media Program

6:235 Access to Electronic Networks

6:240 Field Trips and Recreational Class Trips

6:250 Community Resource Persons and Volunteers

6:255 Assemblies and Ceremonies

6:260 Complaints About Curriculum, Instructional Materials, and Programs

6:270 Guidance and Counseling Program

6:280 Grading and Promotion

6:290 Homework

6:300 Graduation Requirements

6:302 Community Service Requirement

6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

6:315 High School Credit for Students in Grade 7 or 8

6:320 High School Credit for Proficiency

6:330 Achievement and Awards

6:340 Student Testing and Assessment Program

## **SECTION 7 - STUDENTS**

7:10 Equal Educational Opportunities

7:10-E Exhibit - Equal Educational Opportunities Within the School Community

7:15 Student and Family Privacy Rights

7:20 Bullying and Harassment of Students Prohibited

7:30 Student Assignment and Intra-District Transfer

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

7:50 School Admissions and Student Transfers To and From Non-District Schools

7:52 Foreign Exchange Students

7:60 Residence

7:70 Attendance and Truancy

7:80 Release Time for Religious Instruction/Observance

7:90 Release During School Hours

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

7:130 Student Rights and Responsibilities

7:140 Search and Seizure

7:150 Agency and Police Interviews

7:160 Student Appearance

7:165 School Dress Code

7:170 Vandalism

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

7:185 Teen Dating Violence Prohibited

7:190 Student Behavior

7:200 Suspension Procedures

7:210 Expulsion Procedures

7:220 Bus Conduct

7:230 Misconduct by Students with Disabilities

7:240 Conduct Code for Participants in Extracurricular Activities

7:250 Student Support Services

7:260 Exemption from Physical Education

7:270 Administering Medicines to Students

7:275 Orders to Forgo Life-Sustaining Treatment

7:280 Communicable and Chronic Infectious Disease

7:285 Food Allergy Management Program  
7:290 Suicide and Depression Awareness and Prevention  
7:300 Extracurricular Athletics  
7:305 Student Athlete Concussions and Head Injuries  
7:310 Restrictions on Publications; Elementary Schools  
7:315 Restrictions on Publications; High Schools  
7:325 Student Fundraising Activities  
7:330 Student Use of Buildings - Equal Access  
7:340 Student Records  
7:345 Use of Educational Technologies; Student Data Privacy and Security

## **SECTION 8 - COMMUNITY RELATIONS**

8:10 Connection with the Community  
8:20 Community 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  
8:70 Accommodating Individuals with Disabilities  
8:80 Gifts to the District  
8:90 Outside Support Groups  
8:95 Parental Involvement  
8:100 Relations with Other Organizations and Agencies  
8:110 Public Suggestions and Concerns

**Aurora East USD 131**