

TABLE OF CONTENTS - POLICY MANUAL

SECTION I - ORGANIZATION

- A-1 Membership
- A-2 Duties and Responsibilities
- A-3 Organization and Meetings
- A-4 Order of Business
- A-6 Authority of Members
- A-7 Amendment to or Suspension of Rules
- A-8 Board of Education Members Handling of Problems or Complaints
- A-9 Philosophy & Mission
- A-10 Student Representation to the Board of Education

- B-1 Duties of Personnel

- C-1 School Improvement Advisory Committees
- C-2 Local Advisory Council for Vocational Education
- C-3 Plan to Implement Equity in the Worcester County Public Schools
- C-4 Parent/Community Involvement
- C-5 Public Charter School

SECTION II - INSTRUCTION

- A-1 Curriculum Guides and Courses of Study
- A-2 Textbooks, Materials of Instruction and Supplies
- A-3 Responsibility for Textbooks and Materials

- B-1 Grade Organization
- B-2 Goals of Education
- B-3 Graduation Requirements
- B-4 Competency Certification
- B-5 Certificate of Course Completion
- B-6 Vocational Proficiency Certificate
- B-7 Staffing

- C-1 The Elementary and Middle School Programs
- C-2 The High School Program
- C-3 State and Federal Mandated Programs
- C-4 Programs for the Handicapped
- C-5 Plan to Implement Equity in Career Technology Education

- D-1 The Selection of Textbooks and Other Instructional Materials
- D-2 Review of Textbooks and Instructional Materials
- D-3 Vocational Education Projects
- D-4 Home and Hospital Teaching
- D-5 Field Trips
- D-6 Participation in Contests
- D-7 Participation in Charitable Fund Raising Activities
- D-8 School Band Activities
- D-9 Admission Charges for Entertainment During School Hours
- D-10 Promotion Policies
- D-11 Curriculum Development and Program Revisions
- D-12 Home School Program
- D-13 Education of Limited English Proficient Students
- D-14 Other Student Trips

- D-15 Acceptable Use of Telecommunications for Instructional Purposes
- D-16 Final Examinations

SECTION III - PERSONNEL

- A-1 Legal Reference
- A-2 Appointment and Administration of Professional Personnel
- A-3 Appointment of Noncertificated Personnel
- A-4 Certification, Compensation and Tenure
- A-5 Organizations of Certificated Employees

- B-1 Recognition
- B-2 The Negotiated Agreement - Policy Status
- B-3 Negotiated Agreement and Board of Education Policy

- C-1 Annual Leave and Holidays - Twelve-Month A & S and Secretarial Personnel
- C-2 Family and Medical Leave Act of 1993 (FMLA)
- C-3 Health Insurance for Retired Employees

- D-1 Evaluation of Administrative & Supervisory Staff Members
- D-2 Teacher Evaluation System
- D-3 Employment of Substitute Teachers
- D-4 Volunteer Program
- D-5 Selection and Appointment of Certificated and Noncertificated Personnel
- D-6 Release of Names of Employees
- D-7 Religious Holidays
- D-8 Staff Members Refereeing Athletic Events
- D-9 Workers' Compensation Claims
- D-10 Optional Salary Deductions
- D-11 Change in Salary Deductions
- D-12 Proration of Salary
- D-13 Denial of Salary Increment for Class II Certificate
- D-14 Procedure for Advancement on Salary Scale
- D-15 Extra Duty Assignments
- D-16 Worcester County Ethics Regulations
- D-17 Noncertificated Employee Evaluation/Discipline/Termination
- D-18 Confidential Communications
- D-19 Absence of Employees as a Result of Assault
- D-20 Child Abuse and Neglect Policy
- D-21 Substance Abuse Policy - Employees
- D-22 Residency Requirements for Specific Positions

SECTION IV - STUDENTS

- A-1 Early Admission to Prekindergarten
- A-2 Early Admission to Kindergarten and Grade One
- A-3 Compulsory Attendance
- A-4 Attendance and Absence
- A-5 Attendance and Grades
- A-6 School Enrollment When a Change of Domicile Occurs
- A-7 Comiced in One School Attendance Area to a School Outside the Area
- A-8 Tuition for Nonresidents of Worcester County
- A-9 Eligibility to Enroll in Worcester County Public Schools
- A-10 School Attendance Areas
- A-11 Foreign Exchange Student Program

- B-1 Medication for Student While in School

- B-2 Use of Chemical Rockets
- B-3 Supervision of Students Before and After School
- B-4 Supervision of Out-of-Class Activities
- B-5 Release of Students During School Hours
- B-6 Visits During School Hours and Interrogation by Police
- B-7 Illness or Injury
- B-8 Student Accident Insurance
- B-9 Physical Examinations for Athletic Teams
- B-10 Fire Drills

- C-1 Responsibility
- C-2 Suspension and Expulsion
- C-3 Alternative to Some Suspensions
- C-4 Detention After School
- C-5 School Bus Behavior
- C-6 Standards of Academic and Social Behavior
- C-7 Student Responsibilities and Rights
- C-8 Student Participation in Drug Counseling Program
- C-9 Drug and Alcohol Policy
- C-10 Smoking/Tobacco Policy
- C-11 Harassment of Students
- C-12 Student Dress Code
- C-13 Use of Personal Electronic Communication Devices by Students

- D-1 Student Parking
- D-2 Leaving School Premises During Lunch Period
- D-3 Release of Names of Student
- D-4 Sales of Merchandise to Students and Others
- D-5 School Social Activities
- D-6 Participation of High School Students in Political Campaigns
- D-7 Educational Records
- D-8 Social Clubs (Fraternities and Sororities)
- D-9 Scholastic Eligibility for High School Interscholastic Athletics
- D-10 Participation in Surveys
- D-11 Wellness Plan

SECTION V - BUSINESS-TRANSPORTATION

- A-1 Annual School Budget
- A-2 Preparation, Submission and Adoption of the Budget
- A-3 Administration of the Budget
- A-4 Annual Audit
- A-5 Annual Report
- A-6 Responsibility and Procedures for Internal School Accounts

- B-1 Purchasing Procedures
- B-2 Bids for Supplies and Equipment
- B-3 Distribution of Supplies and Equipment
- B-4 Inventories
- B-5 Purchase Agreements Made by Principals
- B-6 Minority Business Enterprise Procedures State-Funded Public School Construction Projects

- C-1 Student Transportation Operations
- C-2 Student Transportation Role
- C-3 School Bus Contractors
- C-4 Qualifications of Drivers

- C-5 Contract Prices
- C-6 Termination of Contract
- C-7 Absence of Bus Contractors
- C-8 Eligibility of Students for Student Transportation
- C-9 Establishment of Routes, Route Extensions and Bus Stops
- C-10 Transportation Limitations for Disabled Students
- C-11 Hazardous Walking Conditions
- C-12 Maintenance, Care and Inspection of Equipment
- C-13 Insurance
- C-14 School Vehicle Specifications
- C-15 Opening and Closing of Schools
- C-16 Drug and Alcohol Testing - School Bus Drivers

- D-1 Transportation Other Than by School Bus
- D-2 Reimbursement for Field Trips and Athletic Team Transportation
- D-3 Staff Travel
- D-4 Board of Education Vehicle Use Policy
- D-5 Superintendent and Board Member Expenses for Attendance at Conventions and Conferences
- D-6 Staff Attending National and State Conferences and Conventions

SECTION VI - PHYSICAL FACILITIES

- A-1 Responsibility
- A-2 Reporting Requirements
- A-3 Reporting Theft and Damage
- A-4 Custodial Schedules
- A-5 Energy Conservation Policy
- A-6 Removal of Equipment From School Premises
- A-7 Responsibility for Care of Equipment
- A-8 Fire Extinguishers
- A-9 Disposal of Surplus and Obsolete Property
- A-10 Modification of Buildings and Sites
- A-11 Planting of Flowers, Shrubs, and Trees
- A-12 Automated Electronic Defibrillator
- A-13 Flag Display

- B-1 Use of Buildings

SECTION VII - GENERAL ADMINISTRATION

- A-1 School Fund Raising Activities
- A-2 Lotteries and Games of Chance
- A-3 Advertising and Sales on Board Property
- A-4 Closing Schools Due to Inclement Weather or Other Emergencies
- A-5 Trespass Warning Authority
- A-6 Title IX Grievance Procedure Policy
- A-7 Animals in Worcester County Public Schools
- A-8 Policy to Govern School Closings and/or Consolidations
- A-9 Equal Employment Opportunity Statement
- A-10 Sale of Food in Schools and on School Property
- A-11 Use and Reproduction of Videorecordings and Computer Software
- A-12 Communicable Diseases - Students and Employees
- A-13 Persons Who Have AIDS or Who Are Carrying the AIDS Virus
- A-14 Affirmative Action
- A-15 Method of Addressing Issues That Have Systemwide Relevance
- A-16 Governance of Secondary School Athletic Programs

A-17	Test Security and Data Reporting
A-18	Harassment of Employees
A-19	Tobacco-Free School Environment
A-20	Public Relations
A-21	Political Campaigns
A-22	Canvassing in the Schools
A-23	Distribution of Written Material