

BRUNING-DAVENPORT USD SCHOOL DISTRICT

POLICY MANUAL

INTRODUCTION

This policy manual contains the policies of the board of directors of the Bruning-Davenport USD School District. Policy development is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. The use of a loose leaf manual is to make it easier to keep the policy manual up-to-date.

Each person holding a copy of this manual has a duty to keep the manual current as new and revised policies are distributed by the central administration office.

How To Use This Policy Manual

The school district operates according to policies established by its school board. The board develops policies after careful deliberation, and the school administration implements them through specific regulations and procedures. The board reviews and evaluates its policies and makes revisions as necessary.

The manual is organized according to a numeric codification system. There are ten major classifications bearing a numeric Section Code.

- 100 DISTRICT ORGANIZATION AND BASIC COMMITMENTS
- 200 SCHOOL BOARD
- 300 ADMINISTRATION
- 400 PERSONNEL
- 500 STUDENTS
- 600 INSTRUCTION
- 700 BUSINESS OPERATION
- 800 SUPPORT SERVICES
- 900 BUILDINGS AND SITES
- 1000 COMMUNITY AND EDUCATION AGENCY RELATIONS

Subclassifications under each numeric Section are based on a logical sequence and coded by the subclassification numeric code.

The index pages that follow each tab present the policies included in that Section. These index pages serve as a table of contents for each Section.

How To Find A Policy

There are two ways to find a policy. The first is to review the ten sections and determine which section the policy may be in. By turning to that section, you can review the table of contents to determine whether the policy is included. If the policy is included, you can turn to the policy by finding the correct code number in the upper right hand corner of the policy.

The second way to find a policy is to look up the policy in the alphabetical index found under the tab entitled "Index" at the end of the manual. It will direct you to the section and the policy code number. Again, you can turn to the policy by finding the correct code number in the upper right hand corner of the policy.

How To Read The Signs And Symbols

A variety of signs and symbols are used in concert with the numeric codification system. These are explained below:

- No symbol indicates this is an actual policy adopted directly by the board for the governance of the district. Policies appear on blue paper.
- R This symbol following a policy code number indicates the statement is an administrative regulation rather than a board policy. These statements appear on yellow paper.
- E This symbol following a policy code number indicates the statement is an exhibit rather than a board policy. These statements appear on white paper.
- Legal This sign indicates the legal references. They tell the user where to find the statutes, case law, attorney general opinions, or administrative rules that give authority to a policy.
- Cross Many policies in the manual relate to other policies in the Reference manual. Cross references are provided to assist the user in finding all of the related policies.

Inquires about the policies included in this manual may be directed to the board members or to the superintendent by telephone at (402) 364-2225 or by writing the school district at PO Box 70, Davenport, NE 68335.

POLICY REFERENCE MANUAL
TABLE OF CONTENTS

100 District Organization and Basic Commitments

101 Legal Status of the School District

102 Educational Philosophy of the District

103 Equal Educational Opportunity

104 Educational and Operational Planning

 104.01 Annual School Census

200 School Board

201 Legal Status of the School Board

 201.01 Board Powers and Responsibilities

 201.02 Board Membership - Elections/Appointment

 201.03 Qualifications

 201.04 Oath of Office

 201.05 Term of Office

 201.06 Vacancies

 201.07 School Board Liability (Insurance)

202 School Board Member Conduct

 202.01 Board Member Code of Ethics

 202.02 Board Member Conflict of Interest

 202.03 Board Self-Evaluation

203 Organization of the School Board

 203.01 Board Organizational Meeting

 203.02 President

 203.03 Vice President

 203.04 Secretary

 203.05 Treasurer

 203.06 Board Committees

 203.07 Advisory Board Committees

 203.08 School Board Legal Counsel

204 School Board Meetings

 204.01 Regular Board Meetings

 204.02 Special Board Meetings

 204.03 Public Hearings

 204.04 Work Sessions and Retreats

 204.05 Open Meetings

 204.06 Closed Sessions

- 204.07 Meeting Notice
- 204.08 Quorum
- 204.09 Rules of Order
- 204.10 Agenda
- 204.11 Meeting Minutes
- 204.12 Public Participation at Board Meetings

205 School Board Policy Process

- 205.01 Policy Development
- 205.02 Policy Adoption
- 205.03 Policy Revision and Review
- 205.04 Policy Communication
- 205.05 Policy Suspension
- 205.06 Administration in the Absence of Policy
- 205.07 Review of Administrative Regulations

206 Board Member Services

- 206.01 New Board Member Orientation
- 206.02 Board Association Membership
- 206.03 Board Member Development Opportunities
- 206.04 Board Member Compensation and Expenses

300 Administration

301 Administrative Structure

- 301.01 Structure of Management
- 301.02 Management Team
- 301.03 Succession of Authority to the Superintendent
- 301.04 Communication Channels

302 Superintendent

- 302.01 Superintendent Qualifications, Recruitment, Appointment
- 302.02 Superintendent Contract and Contract Nonrenewal
- 302.03 Superintendent Salary and Other Compensation
- 302.04 Superintendent Duties
- 302.05 Superintendent Evaluation
- 302.06 Superintendent Professional Development
- 302.07 Superintendent Civic Activities
- 302.08 Superintendent Consulting/Outside Employment

303 Administrative Employees

- 303.01 Administrative Positions
- 303.02 Administrator Qualifications, Recruitment, Appointment
- 303.03 Administrator Contract and Contract Nonrenewal
- 303.04 Administrator Salary and Other Compensation
- 303.05 Administrator Duties

- 303.06 Administrator Evaluation
- 303.07 Administrator Professional Development
- 303.08 Administrator Civic Activities
- 303.09 Administrator Consulting/Outside Employment

304 Policy Implementation

- 304.01 Development and Enforcement of Administrative Regulations
- 304.02 Monitoring of Administrative Regulations
- 304.03 Handbooks and Directives

- 305 Administrative Code of Ethics

400 Personnel

- 401 Guiding Principles for Employees

402 Employees and Internal Relations

- 402.01 Equal Opportunity Employment
- 402.02 Employee Orientation
- 402.03 Employee Conflict of Interest
- 402.04 Nepotism
- 402.05 Employee Grievances
- 402.06 Employee Records
- 402.07 Transporting of Students by Employees
- 402.08 Employee Travel Compensation
- 402.09 Recognition for Service of Employees
- 402.10 Employee Political Activity
- 402.11 Credit Cards
- 402.12 Employee Involvement in Decision Making
- 402.13 Communications with Employees
- 402.14 Employee Use of District Technology

403 Employees and Outside Relations

- 403.01 Release of Credit Information
- 403.02 Child Abuse Reporting
- 403.03 Abuse of Students by School District Employees
- 403.04 Gifts to Employees
- 403.05 Public Complaints about Employees
- 403.06 Employee Outside Employment

404 Employee Health and Well-Being

- 404.01 Employee Physical Examinations
- 404.02 Employee Injury on the Job
- 404.03 Employees' Personal Security and Safety
- 404.04 Communicable Diseases - Employees
- 404.05 Hazardous Chemical Disclosure

404.06	Harassment
404.07	Substance-Free Workplace
404.08	Drug and Alcohol Testing Program
404.09	Injured Employee Alternative Duty Review
405	Employee Conduct and Appearance
406	Certificated Employees - General
406.01	Certificated Employee Defined
406.02	Certificated Employee Qualifications, Recruitment, and Selection
406.03	Certificated Employee Individual Contracts
406.04	Certificated Employee Continuing Contracts
406.05	Certificated Employee Work Days
406.06	Certificated Employee Assignment
406.07	Certificated Employee Transfers
406.08	Certificated Employee Evaluation
406.09	Certificated Employee Probationary Status/Tenure
407	Certificated Employee Compensation and Benefits
407.01	Certificated Employee Salary Schedule
407.02	Certificated Employee Salary Schedule Advancement
407.03	Certificated Employee Continued Education Credit/Credentials
407.04	Certificated Employee Compensation for Extra Duty
407.05	Certificated Employee Workers' Compensation
407.06	Certificated Employee Tax Shelter Programs
408	Certificated Employee Termination of Employment
408.01	Certificated Employee Resignation
408.02	Certificated Employee Contract Release
408.03	Certificated Employee Retirement
408.04	Certificated Employee Suspension
408.05	Certificated Employee Reduction-In-Force
408.06	Certificated Employee Early Retirement
409	Certificated Employee Professional Growth
409.01	Certificated Employee Professional Development
409.02	Certificated Employee Training, Workshops, or Conferences
409.03	Certificated Employee Mentor Teachers
409.04	Certificated Employee Publication or Creation of Materials
409.05	Certificated Employee Tutoring
410	Certificated Employee Vacations and Leaves of Absence
410.01	Certificated Employee Vacation, Holidays, and Personal Leave
410.02	Certificated Employee Personal Illness Leave
410.03	Certificated Employee Family and Medical Leave

- 410.04 Certificated Employee Bereavement Leave
- 410.05 Certificated Employee Political Leave
- 410.06 Certificated Employee Jury Duty Leave
- 410.07 Certificated Employee Military Service Leave
- 410.08 Certificated Employee Unpaid Leave

411 Other Certified Employees

- 411.01 Substitute Teachers
- 411.02 Summer School Certificated Employees
- 411.03 Truancy Officer
- 411.04 Education Aide

412 Support Staff - General

- 412.01 Support Staff Defined
- 412.02 Support Staff Qualifications, Recruitment, and Selection
- 412.03 Support Staff Contracts
- 412.04 Support Staff Licensing/Certification
- 412.05 Support Staff Assignment
- 412.06 Support Staff Transfers
- 412.07 Support Staff Evaluation
- 412.08 Support Staff Probationary Status

413 Support Staff Compensation and Benefits

- 413.01 Support Staff Compensation
- 413.02 Support Staff Wage and Overtime Compensation
- 413.03 Support Staff Group Insurance Benefits
- 413.04 Support Staff Workers' Compensation
- 413.05 Support Staff Tax Shelter Programs

414 Support Staff Termination of Employment

- 414.01 Support Staff Resignation
- 414.02 Support Staff Retirement
- 414.03 Support Staff Suspension
- 414.04 Support Staff Dismissal
- 414.05 Support Staff Reduction-In-Force

415 Support Staff Vacations and Leaves of Absence

- 415.01 Support Staff Vacations, Holidays and Personal Leave
- 415.02 Support Staff Personal Illness Leave
- 415.03 Support Staff Family and Medical Leave
- 415.04 Support Staff Bereavement Leave
- 415.05 Support Staff Political Leave
- 415.06 Support Staff Jury Duty Leave
- 415.07 Support Staff Military Service Leave
- 415.08 Support Staff Unpaid Leave
- 415.09 Support Staff Professional Purposes Leave

500	Students
501	Objectives for Equal Educational Opportunities for Students
502	Student Admissions
502.01	Resident Students
502.02	Nonresident Students
502.03	Entrance - Admissions
502.04	Attendance Center Assignment
502.05	Student Transfers In
502.06	Student Transfers Out or Withdrawals
502.07	Student Re-entry to School
502.08	Exchange and Foreign Student Admissions
502.09	Magnet or Alternative School Admissions
502.10	Assignment of New Students to Classes and Grade Levels
502.11	Assignment of Continuing Students to Class
503	Student Attendance
503.01	Compulsory Attendance
503.02	Student Attendance Records
503.03	Student Absences - Excused
503.04	Truancy - Unexcused Absences
503.05	Student Release During School Hours
503.06	Students of Legal Age
503.07	Pregnant Students
503.08	Married Students or Students with Children
503.09	Homeless Children and Youth
504	Student Rights and Responsibilities
504.01	Student Due Process Rights
504.02	Student Involvement in Decision Making
504.03	Student Conduct
504.04	Student Conduct on School Buses
504.05	Not used
504.06	Student Appearance
504.07	Care of School Property and Vandalism
504.08	Freedom of Expression
504.09	Student Lockers
504.10	Student Use of Computers
504.11	Weapons
504.12	Regulated Devices - Beepers, Cell Phones, and Laser Pointers
504.13	Use of Metal Detectors
504.14	Secret Societies or Gang Activity
504.15	Smoking, Drinking, or Drugs
504.16	Searches, Seizures and Arrests

- 504.17 Questioning of Students by Outside Agencies
- 504.18 Harassment by Students
- 504.19 Student Fees

505 Student Discipline

- 505.01 Detention of Students
- 505.02 Probation of Students
- 505.03 Suspension of Students
- 505.04 Expulsion of Students
- 505.05 Fines for Lost or Damaged Property
- 505.06 Corporal Punishment

506 Student Activities

- 506.01 Student Activity Eligibility
- 506.02 Student Organizations
- 506.03 Student Government
- 506.04 Student Advisory Councils
- 506.05 Student Member of School Board
- 506.06 Student Publications
- 506.07 Student Performances
- 506.08 Student Fund Raising
- 506.09 Student Activities Funds
- 506.10 Student Physicals for Athletics

507 Student Records

- 507.01 Student Records Access
- 507.02 Student Directory Information
- 507.03 Student Photographs
- 507.04 Student Library Circulation Records

508 Student Health and Well-Being

- 508.01 Student Health and Immunization Checkups
- 508.02 Administration of Medication to Students
- 508.03 Communicable or Infectious Diseases
- 508.04 Student Illness or Injury at School
- 508.05 Emergency Plans and Drills
- 508.06 Student Insurance
- 508.07 Custody and Parental Rights
- 508.08 Student Special Health Services
- 508.09 Guidance and Counseling
- 508.10 Referral of Students to Other Agencies

509	Other Student Related Matters
509.01	Class or Student Group Gifts
509.02	Open Night
509.03	Student Memorials
600	Instruction
601	Goals and Objectives
602	General Organization
602.01	School Calendar
602.02	School Day
602.03	Open or Closed Campus
603	Curriculum Development
603.01	Curriculum Development
603.02	Curriculum Adoption
603.03	Curriculum Guides and Course Outlines
603.04	Curriculum Evaluation
603.05	Pilot, Experimental or Innovative Projects
604	Instructional Curriculum
604.01	Basic Instruction Program
604.02	Summer School Instruction
604.03	Special Education
604.04	Multicultural and Nonsexist Education
604.05	Health Education
604.06	Physical Education
604.07	Career Education
604.08	Driver Education
604.09	Teaching about Religion
604.10	Academic Freedom
604.11	Citizenship
604.12	Global Education
605	Alternative Programs
605.01	Instruction at a Post-Secondary Educational Institution
605.02	Individualized Instruction
605.03	Program for Talented and Gifted Students
605.04	Program for At-Risk Students
605.05	Religious Based Exclusion from a School Program
605.06	English as a Second Language
605.07	Dual Enrollment
606	Instructional Materials

- 606.01 Instructional Materials Selection
- 606.02 Instructional Materials Inspection
- 606.03 Objection to Instructional Materials
- 606.04 Technology and Instructional Materials
- 606.05 Media Centers
- 606.06 Acceptable Use of Computers, Technology and the Internet
- 606.07 District Web Site

607 Instructional Arrangements

- 607.01 Class Size - Class Grouping
- 607.02 School Ceremonies and Observances
- 607.03 Animals in the Classroom
- 607.04 Student Production of Materials and Services
- 607.05 Student Field Trips and Excursions
- 607.06 Collection of Money by Teachers
- 607.07 Planning and Record-Keeping by Teachers
- 607.08 School Volunteers

608 Instructional Services

- 608.01 Student Guidance and Counseling Program
- 608.02 Student Health Services

609 School Improvement Plan

- 609.01 Evaluation of Instructional Programs

610 Testing

- 610.01 Test or Assessment Selection
- 610.02 Test or Assessment Administration

611 Academic Achievement

- 611.01 Student Progress Reports
- 611.02 Student Promotion, Retention or Acceleration
- 611.03 Student Honors and Awards
- 611.04 Parent Conferences
- 611.05 Grading Guidelines
- 611.06 Class Rankings and Grade Point Average
- 611.07 Graduation Requirements
- 611.08 Early Graduation
- 611.09 Commencement

700 Business Operation

- 701 Fiscal Management Goals

702 Annual Budget

702.01	Fiscal Year
702.02	Budget Planning, Preparation and Schedules
702.03	Budget Adoption Process
703	Management of Capital Reserves
704	Accounting System
704.01	Deposits and Transfers
704.02	Financial Records
704.03	Inventories
704.04	Audits
705	Revenue
705.01	Local, State, Federal or Miscellaneous Revenue
705.02	Usage Fees, Admissions and Royalties
705.03	Free Admissions Passes
705.04	Gifts, Grants and Bequests
706	Expenditure
706.01	Purchasing Procedures
706.02	Petty Cash
706.03	Bidding Procedures
706.04	Vendor Relations
706.05	Purchasing on Behalf of Employees
707	Payroll
707.01	Payroll Procedures
707.02	Salary Deductions
707.03	Expense Authorization and Reimbursement
708	Employee Benefits Administration
708.01	Insurance Program
709	Cash in School Buildings
710	Disposition of School Property
800	Support Services
801	Transportation
801.01	Student Transportation
801.02	Special Education Student Transportation
801.03	Bus Scheduling and Routing
801.04	Bus Safety Program
801.05	Bus Driver Supervision
801.06	Student Transportation for Extracurricular Activities

- 801.07 Summer School Program Transportation Service
- 801.08 Transportation of Nonresident and Nonpublic School Students
- 801.09 Transportation of Nonschool Groups
- 801.10 Transportation in Inclement Weather
- 801.11 School-Owned Vehicles
- 801.12 Student Transportation in Private Vehicles
- 801.13 Use of Private Vehicles on School Business
- 801.14 Transportation Records

802 School Food Services

- 802.01 School Food Program
- 802.02 Food Service Prices
- 802.03 Collection of Money and Food Tickets
- 802.04 Food Service Records and Reports
- 802.05 Free or Reduced Cost Meals Eligibility
- 802.06 Vending Machines

803 Office Services

- 803.01 Photocopying Services
- 803.02 Mail and Delivery Service
- 803.03 Telephone Service
- 803.04 FAX Service

804 Data Management

- 804.01 Computer Security
- 804.02 Data or Records Retention

805 Risk Management

- 805.01 Insurance

900 Buildings and Sites

- 901 Objectives of Buildings and Sites

902 Site Acquisition and Building Construction

- 902.01 Buildings and Sites Long Range Planning
- 902.02 Construction Plans and Specifications
- 902.03 Site Acquisition
- 902.04 Bids and Awards for Construction Contracts

903 Maintenance, Operation and Management

- 903.01 Security
- 903.02 Access to Buildings
- 903.03 Maintenance Schedule
- 903.04 Requests for Improvements

- 903.05 Emergency Repairs

903.06	Buildings and Grounds - Records and Reports
903.07	Traffic and Parking Procedures
903.08	Vandalism
903.09	Energy Conservation
904	Selling and Leasing
904.01	Disposition of Obsolete Equipment
904.02	Lease, Sale or Disposal of School District Buildings and Sites
905	Safety Program
905.01	Facilities Inspections
905.02	Annual Emergency Safety Plan
905.03	Warning Systems
905.04	Bomb Threats
905.05	Hazardous Materials
905.06	Accident Reports
905.07	Safety Drills
905.08	School Closings and Cancellations
905.09	Eye Protective Devices
1000	Community/Educational Agency Relations
1001	Principles and Objectives for Community Relations
1002	District Annual Report
1003	Public Examination of District Records
1004	Press, Radio and Television News Media
1004.01	Media Relations
1004.02	Press Releases, Conferences and Interviews
1004.03	Live Broadcast or Videotaping
1004.04	Crisis Management Communications
1005	Public Participation in the School District
1005.01	Public Complaints
1005.02	Parent Relations Goals
1005.03	Parent Involvement in Decision Making
1005.04	Community Relations Goals
1005.05	Community Involvement in Decision Making
1005.06	Community Resource Persons
1005.07	Visitors to School
1005.08	Public Conduct on School Premises
1005.09	Skateboarding and Rollerblading
1005.10	Distribution or Posting of Materials
1006	Use of District Facilities and Equipment

1006.01 Community Use of School District Buildings, Sites and Equipment
1006.02 Smoke-Free Environment

1007 Education Agency Relations