

## **DO YOU HAVE POLICIES IN THESE AREAS?**

**[July 2018]**

It is recommended that every Indiana School Board have a policy addressing these issues.  
(The policies that are mandated by federal or state statute or regulation appear on a separate list.)

### **Bylaws/Governance (Operations and Meetings):**

Mission Statement

Educational Philosophy

Voting and Abstentions

Meetings [Regular, Special, Open, Executive, Retreats]

Public Participation at Meetings

Rules of Order/Suspension of Rules

Quorum

Agenda Preparation and Distribution of Materials

Minute Preparation and Approval

Internal Organization [President, Vice President, Secretary]

Unexpired Term/Vacancies

Board Committees

Policy Development, Review & Evaluation

Board Member Code of Ethics

Public Expressions of Board Member

Conflict of Interest

Memberships

School Attorney [duties and representation of board]

Goals and Objectives

Access to Public Records

Board Member Authority

New Board Member Orientation

Allocation of Tickets at No Charge or Reduced Rate

### **Personnel:**

Equal Opportunity Employer [Nondiscrimination on the Basis of Race, Sex, Age, Alienage, Disability, Genetic Information, and Religion]

Sexual Harassment [Reporting, Handling Allegations, etc.]

Nepotism

Teacher Transfers  
Reduction in Force (RIF)  
Substitute Teachers  
Discipline/Code of Conduct  
At-Will Employment  
Staff Leaves of Absence [non-certificated]  
Staff Absences  
Staff Participation in Political Activities  
Employees with Communicable Diseases  
Line of Authority  
Gifts to Employees  
Employment Benefits [non-certificated]  
Use of School Equipment  
Board/Superintendent Relations  
Board/Staff Communications  
Staff Development  
Student Teachers  
Retirement of Employees  
Resignations of Employees  
Employee Travel and Expenses Reimbursement/Payment  
Social Media Use (Employees)

**Students:**

Equal Educational Opportunities [Nondiscrimination on the Basis of Race, Sex, Age, Alienage, Disability and Religion]  
Student Vehicle Searches  
Personal Searches  
Desk Searches  
Sexual Harassment [Reporting, Handling Allegations, etc.]  
Entrance Age and Residence/Legal Settlement  
Vaccinations & Immunizations  
Transfer of Credits - Accredited and Non-Accredited School Students  
Re-enrollment of Students after Expulsion  
Student Publications  
Student Attendance  
Reporting Child Abuse (Immediate Reporting Required)

Reporting Threats Made to School Employees  
Locating Missing Children  
Students with Communicable Diseases  
Psychological Services & Counseling  
Corporal Punishment  
Police Involvement  
Dress Code  
Homebound Instruction  
Release Time for Religious Instruction  
Non-Custodial Parent Relations  
Fund Raising & Solicitation  
Foreign Exchange Students  
Supervision of Students  
Extra-Curricular Code of Conduct  
Distribution of Literature  
Disclosure of Student Records [FERPA]  
Directory Information  
Video/Surveillance Cameras on School Property or Buses  
Restraints and Isolations  
Habitual Truancy  
Early Entrance Appeal Procedure  
Students' Religious Civil Rights  
Social Media Use (Students)

**Instruction:**

Acceptable Use of Internet [students and staff members]  
Disposal of Textbooks  
Selection of Media Materials/Evaluation and Review  
Controversial Materials/Issues  
Challenges to Curriculum, Textbooks, or Media Materials  
Field Trips  
Textbook Adoption  
Indiana Course Access Program (iCAP)

### **Business and Property Management:**

- Extra-Curricular Fund
- Finance & Fiscal Management
- Investments
- Budget Development
- Budget Funds & Appropriations
- Transportation
- Food Services/Code of Conduct
- Management & Maintenance of Property [Buildings, Grounds and Equipment]
- Pest Control/Pesticide Use/IPM
- Rainy Day Fund
- Threshold of Material Loss, Shortage, and Theft
- FRL Second Audits
- Bad Debt

### **School-Community Relations:**

- Communication and Public Relations
- Visitors to School Buildings
- Special Use of School Buses
- Use of School Equipment
- Public Complaints
- Gifts and Contributions
- Advertisements
- Solicitation in Corporation Buildings
- Community Use of School Facilities