HOW TO USE THE INDEX

This is an index to the terms and codes in Adams 12 Five Star Schools policy classification system. The index has the following features:

- Words or phrases which are not underlined may lead the user to a specific policy title. They are followed by information on what other titles to see in the index.
- References to Master Agreements and Board Policies are not included in this Index. Be sure to consult these separate documents as may be indicated by an individual question.

INDEX TO DISTRICT POLICIES

July 2017

A

Absences and Excuses (See “Student Attendance” and/or “Make-up Work”)
Abuse Reporting, Child (See “Reporting Child Abuse/Neglect”)
Accountability (See “Shared Decision Making” and/or “Parent/Community Engagement in Education”)
Administering Medications to Students (See also “Administration of Medical Marijuana to Qualified Students”)
Administration of Medical Marijuana to Qualified Students (See also “Administering Medications to Students”)
Administrative Personnel (See “Selection and Appointment of Administrators”; “Administrative Transfers”)

Administrative Transfers
Admission of International Exchange Students (See “International Exchange Students”)
Admission of Nonresident Students (See “Student Residency”)
Admission, Denial of (See “Denial of Admission”)
Advanced Classes (See “Post-Secondary Planning and Enrollment Options”)
Advanced College Placement (See “Post-Secondary Planning and Enrollment Options”)
After School Programs (See “Before, After School, and Summer Enrichment (BASE) Programs”)
Age Requirement: Kindergarten/First Grade (See also “Early Access, Acceleration and Grade Skipping”)
Alcohol or Illegal Drugs, Employee Use of (See “Employee Use of Drugs, Alcohol or Controlled Substances”)
Allergies (See “Students with Food Allergies”)
Annuities (See “Tax Sheltered Annuities and Other Deferred Compensation Arrangements”)
Assemblies (See “Religious Content and Materials”)
Assessments (See “Student Assessment”)

At Risk Students
4120 Athletic Coaches
6250 Athletics
Attendance Areas (See “School Attendance Areas”)
Audio Recording/Monitoring (See “Video and Audio Monitoring”)
Auditorium Use by Public (See “Community Use of District-owned Facilities”)

Authorized Personnel in School Kitchens
Authorization of Purchases (See “Contracting Authority and Purchasing Authority”)

B

BASE
Beepers (See “Student Use of Cell Phones and Other Personal Electronic Devices”)
Before and After School Enrichment (BASE) Programs
Bid Protest Policy
Bid Requirements
Birth Control, Student (See “Student Pregnancy/Birth Control Issues and Sexual Activity”)
Bomb Threats (See “Emergency Response Plan”; “Student Due Process”)
Book Complaints (See “Controversial Issues”; “Challenges to Curriculum, Instructional Materials and Activities”)

1
B, cont.

1400 Booster Organizations/Parent Groups
Boundary Change (See “School Attendance Areas”)
Building Use (See “Community Use of District-Owned Facilities”)

3810 Building Access
Bullying (See “Student Bullying, Harassment, Hazing, Intimidation and Threatening Behavior
Buses, School (See “Student Transportation”)

3350 Business Sponsorships, Advertising Agreements and Exclusivity Contracts

C

1500 Challenges to Curriculum, Instructional Materials and Activities

1600 Charter Schools
Child Abuse Reporting (See “Reporting Child Abuse/Neglect”)

5260 Choice of Schools and School Transfers
Citizens’ Committees (See “Parent/Community Engagement in Education”)

8900 Classified Employee’s Rights and Responsibilities

4115 Classroom Removal of Disruptive Students by a Teacher
Classroom Space (See “Use of Classroom Space”)
Clothing, Prohibited (See “Staff Dress, Accessories and Grooming”; “Student Dress Code”)
Clubs (See “Co-Curricular Student Organizations”)
Coaches (See “Athletic Coaches”)

5620 Co-Curricular Student Organizations

4310 Communicable Diseases - Staff

5440 Communicable Diseases – Students
Community Engagement in Shared Decision Making (See “Parent/Community Engagement in Education” and/or “Shared Decision Making”)

1300 Community Use of District-Owned Facilities
Compensation (See “Guidelines for Compensating Certified Staff – Opening New Schools/Renovating of Existing Schools”)
Complaint (See “Public Complaint”)
Computer Use (See “Employee Use of Computers, the Internet and Electronic Communications” and/or “Student Use of District Technology and the Internet”)
Conduct Code (See “Student Code of Conduct”)
Conferences (See “Employee Professional Learning and Development Travel Expenses and Reimbursement”)
Conflict of Interest, Staff (See “Staff Ethics/Conflicts of Interest/Nepotism”)
Consulting Activities, Staff (See “Staff Ethics/Conflicts of Interest/Nepotism”)

3310 Contracting Authority and Purchasing Authority

4230 Controlled Substance and Alcohol Testing for Employees with Driving Responsibilities

6220 Controversial Issues

6600 Copyright

5140 Corporal Punishment
Counseling, Staff (See “Employee Assistance Program”)
Corporate Sponsorships (See “Business Sponsorships, Advertising Agreements and Exclusivity Contracts”)

6200 Course/Program Development
Day Care (See “Before and After School Enrichment (BASE) Programs”)
Debarment (See “Suspension and Debarment”)

5220 Denial of Admission

Detention of Students (See “Student Code of Conduct”; “Student Due Process”)
Development of Policies (See “Policy Development, Modification and Deletion”)
Dietary Needs (See “Nutrition Services Operations”; “Students with Food Allergies”)
Diplomas (See “Graduation Exercises”, “Graduation Requirements”)
Disabled Individuals (See “Nondiscrimination”)
Disaster Plan (See “Emergency Response Plan”)
Discipline (See “Corporal Punishment”; “Student Code of Conduct”; “Student Due Process”; “Classroom Removal of Disruptive Students by a Teacher”)
Discrimination (See “Nondiscrimination”; “Student Code of Conduct”; “Student Due Process”; “Equal Employment Opportunity”)
Dismissal of Students (See “Student Release at Other than Normal Dismissal Times”; “Emergency School Closure and Student Release at Other Than Normal Dismissal Time”)

6245 Dissection and Observation of Animals

Disruptive Students (See “Classroom Removal of Disruptive Students by a Teacher”; “Student Conduct, Discipline and Due Process”)

5650 Distribution of Printed Materials on School Premises
5670 Distribution of Non-District Related Materials

District Technology Systems and Resources (See “Internet Safety Policy”)

6291 Dual Enrollment

Due Process (See “Student Due Process”)

5240 Early Access, Acceleration and Grade Skipping

6500 Educational Research

Electronic Devices (See “Employee Cell Phones and Other Personal Electronic Devices”; “Student Use of Cell Phones and Other Personal Electronic Devices”)
Elementary School Retention (See “Retention”)

3510 Emergency Response Plan
5710 Emergency School Closure
5700 Emergency School Closure and Student Release at Other Than Normal Dismissal Time

4200 Employee Assistance Program
3740 Employee and Visitor Tobacco and Nicotine Use
4300 Employee/Authorized Volunteer Protection
4180 Employee Cell Phones and Other Personal Electronic Devices
4150 Employee Professional Learning and Development Travel Expenses and Reimbursement (See also “Restricted/Prohibited Expenditures”)
4185 Employee Use of Computers, the Internet and Electronic Communications
4210 Employee Use of Drugs, Alcohol or Controlled Substances

5275 English Language Learner Program

Enrollment (See “International Exchange Students”; “Student Residency”; “Choice of Schools and School Transfers”)
Entrance Age (See “Age Requirement: Kindergarten/First Grade”; “Early Access, Acceleration, and Grade Skipping”)
Equal Educational Opportunities (See “Nondiscrimination / Harassment”)

3
E, cont.

4140 Equal Employment Opportunity
3800 Equipment Protection
Evacuation of Building (See “Emergency Response Plan”)
Exchange Students (See “International Exchange Students”)
Excuses for Student Absences (See “Student Attendance”)
Expenses and Reimbursement for School District Activities (See “Restricted/Prohibited Expenditures”; “Employee Professional Learning and Development Travel Expenses and Reimbursement”)
Expulsion (See “Student Code of Conduct; Student Due Process”)

F

7300 Facilities (See Also “Use of Classroom Space”; “Community Use of District-Owned Facilities”; “Naming of Facilities”)
Fees, Student Activities (See “Athletics”; “Student Fees”)
Field Trips and Activity Travel (See “Student Field Trips and Activity Travel”)
First Grade, Age Requirement (See “Age Requirement: Kindergarten/First Grade”)
3820 Flag Displays (See also “Pledge of Allegiance”)
Food Allergies (See “Students with Food Allergies”)
Food Service Management (See “Nutrition Services Operations”)
Foreign Exchange Students (See “International Exchange Students”)
Foreign Travel (See “Student Field Trips and Activity Travel”)
5640 Fundraising

G

5080 Gangs, Secret Societies and Disruptive Groups
4000 General Personnel Policy
Grade One, Age Requirement (See “Age Requirement: Kindergarten/First Grade”)
Grades, for Behavior (See “Student Code of Conduct”)
Grade Reports (See “Reporting Student Progress”)
Grade Skipping (See “Early Access, Acceleration and Grade Skipping”)
6350 Graduation Exercises
6340 Graduation Requirements
4160 Guidelines for Compensating Certified Staff – Opening New Schools/Renovating of Existing Schools

H

Handicapped Individuals (See “Nondiscrimination”)
Harassment (See “Nondiscrimination” and/or “Student Bullying, Harassment, Hazing, Intimidation and Threatening Behavior”)
3530 Hazardous Materials
Head Lice (See “Communicable Diseases – Students”)
Health (See “Administering Medication to Students”; “Communicable Diseases – Staff”; “Communicable Diseases – Students”; “Controlled Substance and Alcohol Testing for Employees with Driving Responsibilities”; “Do Not Resuscitate Orders”; “Employee Use of Drugs, Alcohol or Controlled Substances”; ”Reporting Child Abuse/Neglect”; “Student Immunizations”; “Student Tobacco Possession and Use”; “Student Drug, Alcohol and Controlled Substance Offenses”; “Employee Assistance Program”)

6290 Homeschooling
5270 Homeless Students
6280 Homework

I

Immunizations (See “Student Immunizations”)
8600 Indemnification
6295 Independent Study
I, cont.

8900 Individual Rights and Responsibilities
Inoculations of Students (See “Student Immunizations”)

6230 Instructional Materials (See also “Challenges to Curriculum, Instructional Materials and Activities”)

5280 International Exchange Students
Internet (See “Employee Use of Computers, the Internet and Electronic Communications”; “Student Use of District Technology and the Internet”; “Internet Safety”)

8200 Internet Safety Policy
Interscholastic Athletics (See “Athletics”)
Intramural Programs (See “Athletics”)

3400 Investment Policy

J

K
Keys (See “Building Access”)
Kindergarten, Age Requirement (See “Age Requirement: Kindergarten/First Grade”)

L

7200 Land Use and Development
3550 Law Enforcement in Schools
Lice (See “Communicable Diseases – Students”)

7210 Location of Schools in Industrial and Business Park Zoning Districts
Lunch, School (See “Nutrition Services Operations”)

M

6281 Make-up Work
5610 Memorials, Vigils and Remembrances
Materials and Equipment (See “Bid Requirements”; “Equipment Protection”; “Building Access”; “Hazardous Materials”)

5430 Medical Release for Students
Medications (See “Administering Medications to Students”; “Administration of Medical Marijuana to Qualified Students”)
Middle School Retention Policy (See “Retention”)
Military Recruiters (See “Student School Records”; “Controversial Issues”; “Distribution of Non-District Related Material”)

6240 Movies, Music and Media
Music (See “Movies, Music and Media”)

N

7500 Naming of Facilities
Nepotism (See “Staff Ethics/Conflicts of Interest/Nepotism”)

8400 Nondiscrimination
Nonresident Students (See “Student Residency”)
Nurses (See “Private Duty Nurses”)
Nutrition Services (See “Nutrition Services Operations”; “Wellness Policy”)

3700 Nutrition Services Operations

O

5120 Off-Campus Behavior
Open Enrollment (See “Choice of Schools and School Transfers”)
Opening New Schools (See “Guidelines for Compensating Certified Staff-Opening New Schools/Renovating of Existing Schools”)

5
O, cont.

3610 Operation of District-Owned Small Vehicles
Organizations (See “Co-Curricular Student Organizations”; “Parent/Community Engagement in Education”; “Booster Organizations/Parent Groups”)

P

1000 Parent/Community Engagement in Education
Parent Organizations (See “Parent/Community Engagement in Education”; “Booster Organizations/Parent Groups”)
Parent-Teacher Conferences (See “Reporting Student Progress”)

5025 Parental Notice of Dropout Status

8900 Parent Rights and Responsibilities
Parents (See “Student School Records”; “Visitors to Schools”; “Volunteer Authorization”; “Parent Rights and Responsibilities”)

4000 Personnel, General

6100 Perpetual School Calendar

6330 Physical Education Waiver

5150 Physical Restraint/Seclusion

6255 Pledge of Allegiance
Policies, Waiver of (See “Waiver of Superintendent Policy”)

1110 Policy Development, Modification, and Deletion

8500 Political and Campaign Matters

6285 Post-Secondary Planning and Enrollment Options
Pregnancy (See “Student Pregnancy/Birth Control Issues and Sexual Activity”)

7220 Preliminary Drawings and Specifications

8900 Principal Rights and Responsibilities
Printed Materials, Distribution of (See “Distribution of Printed Materials on School Premises”; “Distribution of Non-District Related Materials)
Printing and Duplicating Services (See “Copyright”)

5460 Private Duty Nurses

3300 Procurement Policies
Professional Growth (See “Expenses and Reimbursement for School District Activities”)
Public (See “Parent/Community Engagement in Education”; “Community Use of District-Owned Facilities”; “Challenges to Curriculum, Instructional Materials and Activities”; “Shared Decision Making”; “Tobacco Policy-Staff and Visitors”; Transportation – Use by Senior Citizen Groups”; Visitors to Schools”; Volunteer Authorization”; “Public Records Requests”; “Public Conduct on School Property”; “Public Complaint”)

1550 Public Complaint

1210 Public Conduct on School Property

1800 Public Records Requests
Public Relations (See “Parent/Community Engagement in Education”)
Pupil Progress (See “Reporting Student Progress”)
Purchases, Authorization of (See “Contracting Authority and Purchasing Authority”)
Purchasing (See “Procurement Policies”; “Restricted/Prohibited Expenditures”)

Q

Questionnaires (See “Distribution of Non-District Related Materials”; “Distribution of Printed Materials on School Premises”; “Surveys and Psychological Services”)

R

Records, Student (See “Student School Records”)

8300 Records Management (See also “Document Control”)

6110 Released Time for Students

4190 Released Time for Voting

6210 Religious Content and Materials
R, cont.
Renovating Existing Schools (See “Guidelines for Compensating Certified Staff-Opening New Schools/Renovating of Existing Schools”)

5540 Reporting Child Abuse/Neglect
6310 Reporting Student Progress
Research Requests (See “Educational Research”)
Restraint (See “Physical Restraint/Seclusion”)

3200 Restricted/Prohibited Expenditures
6320 Retention

5660 Review of Restriction of Distribution of Printed Materials
Rights and Responsibilities (See “Individual Rights and Responsibilities”)
Route Establishment (See “Student Transportation”)

S

3500 Safe Schools
5250 School Attendance Areas
School Calendar (See “Perpetual School Calendar”)
School Closing (See “Emergency School Closure”)
School Kitchens (See “Authorized Personnel in School Kitchens”)
School Lunch Service (See “Nutrition Services Operations”)
School Transfers (See “Choice of Schools and School Transfers”)

5130 Search and Seizure
Second Jobs (See “Staff Ethics/Conflicts of Interest/Nepotism”)

2100 Selection and Appointment of Administrators
Sex Education (See “Controversial Issues”)

3540 Sex Offender Information (See also “Student Sex Offenders”)
1100 Shared Decision Making
Smoking (See “Employee and Visitor Tobacco and Nicotine Use”; “Student Tobacco Possession and Use”; “Tobacco, Nicotine and Controlled Substance Delivery Mechanisms”)
Special Education (See “Nondiscrimination”)
Sports (See “Athletics”)

4130 Staff Ethics/Conflicts of Interest/Nepotism
Staff Counseling (See “Employee Assistance Program”)

4100 Staff Dress, Accessories and Grooming
Staff Protection (See “Employee/Authorized Volunteer Protection”)

4110 Staff Relations with Students
Staff Rights and Responsibilities (See “Individual Rights and Responsibilities”)
Staff Wellness-Employee Assistance (See “Employee Assistance Program”)
Student Activities Fees (See “Athletics”; “Student Fees”)

6300 Student Assessment
5020 Student Attendance

5110 Student Bullying, Harassment, Hazing, Intimidation and Threatening Behavior
Student Choice (See “Choice of Schools and School Transfers”)
Student Clubs (See “Co-Curricular Student Organizations”)

5000 Student Code of Conduct

5040 Student Drug, Alcohol and Controlled Substance Offenses
S, cont.

Student Discipline (See “Student Code of Conduct”; “Student Due Process”)

5060 Student Dress Code
Student Drug Abuse (See “Student Drug, Alcohol and Controlled Substance Offenses”)

5010 Student Due Process

5630 Student Fees

6270 Student Field Trips and Activity Travel
Student Gangs (See Gangs, Secret Societies, and Disruptive Groups)

5090 Student Habitually Disruptive Behavior

5410 Student Immunizations
Student Organizations (See “Co-Curricular Student Organizations”; “Athletics”; “Student Press”)
Student Participation in Athletics (See “Athletics”)

6400 Student Pregnancy/Birth Control Issues and Sexual Activity

6260 Student Press
Student Publications (See “Student Press”)
Student Release (See “Emergency School Closure and Student Release at Other Than Normal Dismissal Time”)

5210 Student Residency

8900 Student Rights and Responsibilities

5300 Student School Records

5900 Student Sex Offenders

5050 Student Tobacco Possession and Use
Student Transfer (See “Choice of Schools and School Transfers”)

3600 Student Transportation

5030 Student Use of Cell Phones and Other Personal Electronic Devices

5035 Student Use of District Technology and the Internet

5070 Student Violence, Fights, and Aggressive Behavior

5100 Student Weapons and Dangerous Items in School

5415 Students with Food Allergies
Substance Abuse (See “Controlled Substance and Alcohol Testing for Employees with Driving Responsibilities”; “Employee Use of Drugs, Alcohol or Controlled Substances”; “Student Drug, Alcohol and Controlled Substance Offenses”)

5520 Suicide Assessment

Summer Programs (See “Before and After School Enrichment (BASE) Programs”)

8900 Superintendent Rights and Responsibilities
Surveys (See “Surveys and Psychological Services”; “Distribution of Printed Materials on School Premises”; “Distribution of Non-District Related Materials”)

6510 Surveys and Psychological Services

3340 Suspension and Debarment
Suspension, Student (See “Student Code of Conduct”; “Student Due Process”)

T

Tattoos (See “Gangs, Secret Societies and Disruptive Groups”)

4170 Tax Sheltered Annuities and Other Deferred Compensation Arrangements

8900 Teacher Rights and Responsibilities
Teaching About Controversial Issues (See “Controversial Issues”; “Challenges to Curriculum, Instructional Materials and Activities”)
Textbooks (See “Instructional Materials”)

5510 Threat Assessment

5045 Tobacco Nicotine and Controlled Substance Delivery Mechanisms (See also “Student Tobacco Possession and Use”; “Employee and Visitor Tobacco and Nicotine Use”)
Transfer of Students (See “Choice of Schools and School Transfers”)
Transfer of Administrators (See “Administrative Transfers”)

8
Transportation (See “Operation of District-Owned Small Vehicles”; “Student Transportation”; “Transportation—Use by Senior Citizen Groups”)

3620 Transportation – Use by Senior Citizen Groups
Travel Expenses (See “Employee Professional Learning and Development Travel Expenses and Reimbursement”; “Restricted/Prohibited Expenditures”)

Tuition (See “Student Residency”; “International Exchange Students”)

U

United States Flag (See “Flag Displays”; “Pledge of Allegiance”)

7400 Use of Classroom Space

V

Vehicles (See “Operation of District-Owned Small Vehicles”; “Transportation—Use by Senior Citizen Groups”)

3520 Video and Audio Monitoring

1200 Visitors to Schools

8800 Volunteer Authorization

Voting (See “Released Time for Voting”)

W

1120 Waiver of District Policy

3720 Wellness Policy

8700 Weapons (See also “Student Weapons and Dangerous Items in School”; “Student Code of Conduct; “Student Due Process”)

X

Y

Z