

## 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”)  
5420 Administering Medications to Students (See also “Administration of Medical Marijuana to Qualified Students”)  
5425 Administration of Medical Marijuana to Qualified Students (See also “Administering Medications to Students”)  
Administrative Personnel (See “Selection and Appointment of Administrators”; “Administrative Transfers”)  
2110 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”)  
5230 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”)  
5530 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”)  
3730 Authorized Personnel in School Kitchens  
Authorization of Purchases (See “Contracting Authority and Purchasing Authority”)

### B

- 5800 BASE  
Beepers (See “Student Use of Cell Phones and Other Personal Electronic Devices”)  
5800 Before and After School Enrichment (BASE) Programs  
3330 Bid Protest Policy  
3320 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”)

**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**

- Cafeterias (See “Nutrition Services Operations”)
- Calendar (See “Perpetual School Calendar”)
- Cellular Phones (See “Student Use of Cell Phones and Other Personal Electronic Devices” and “Employee Cell Phone and Other Personal Electronic Devices”)
- Censorship (See “Controversial Issues”; “Challenges to Curriculum, Instructional Materials and Activities”)
- Ceremonies (See “Religious Content and Materials”; “Memorials, Vigils and Remembrances”)
- 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  
College Classes (See “Post-Secondary Planning and Enrollment Options”)
- 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

## D

- 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”)
- 5450 Do Not Resuscitate Orders
- 8310 Document Control (See also “Records Management”)
- Dress Code (See “Safe Schools”; “Staff Dress, Accessories and Grooming”; “Student Dress Code”)
- Dropout (See “Parental Notice of Dropout Status”)
- Drugs (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”; Tobacco, Nicotine and Controlled Substance Delivery Mechanisms”)
- 6291 Dual Enrollment
- Due Process (See “Student Due Process”)

## E

- 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”)

## **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  
Individual Rights and Responsibilities (See “Classified Employee’s Rights and Responsibilities”; “Parent Rights and Responsibilities”; “Principal Rights and Responsibilities”; “Student Rights and Responsibilities”; “Superintendent Rights and Responsibilities”; “Teacher 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”)

**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”)



**T, cont.**

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**