

**KIMBALL PUBLIC SCHOOLS**  
**POLICY REFERENCE MANUAL**  
**TABLE OF CONTENTS**

<b>DISTRICT ORGANIZATION AND BASIC COMMITMENTS</b>		
<b>100</b>		
<b>POLICY</b>		<b>ADOPTION, REVISION</b>
<b>NUMBER</b>	<b>POLICY TOPIC</b>	<b>REVIEW DATE</b>
101	Educational Philosophy	February 11, 2013
102	Education Goals	February 11, 2013
103	Equal Opportunities For Students	February 11, 2013
104	School Census	February 11, 2013
105	State and North Central Accreditation	February 11, 2013
<b>200</b>	<b>BOARD OF EDUCATION</b>	
<b>POLICY</b>		<b>ADOPTION, REVISION</b>
<b>NUMBER</b>	<b>POLICY TOPIC</b>	<b>REVIEW DATE</b>
201	<b>LEGAL STATUTES OF DISTRICT</b>	
201.01	Legal Statutes of the District	March 11, 2013
201.02	Methods of Operation	March 11, 2013
201.03	Board Powers and Responsibilities	March 11, 2013
202	<b>BOARD MEETINGS</b>	
202.01	Time Schedule For Regular Meetings	March 9, 2015
202.02	Meeting Conduction-Presiding Officers	March 11, 2013
202.03	Agenda Order of Business-Regular Meetings	March 11, 2013
202.04	Public Participation at Board Meetings	April 8, 2013
202.05	Meeting Guidelines	April 8, 2013
202.06	Agenda Construction and Control	April 8, 2013
202.07	Special Meeting	April 8, 2013
202.08	Quorum	April 8, 2013
202.09	Parliamentary Procedure-Voting	July 11, 2016
202.10	Minutes	April 8, 2013
202.11	Public Hearings	April 8, 2013
202.12	Work Sessions and Retreats	April 8, 2013
202.13	Board /School District Records	July 13, 2015
202.14	Closed Sessions	April 8, 2013
202.15	Designated Method of Giving Notice of Meetings	April 8, 2013
203	<b>BOARD MEMBERSHIP</b>	
203.01	Board Membership Composition	May 13, 2013
203.02	Terms of Office	May 13, 2013
203.03	Individual Members	May 13, 2013
203.04	Board Member Absence	May 13, 2013
203.05	Bonding Officers	May 13, 2013
203.06	Conflict of Interest, Nepotism and Prohibited Acts	May 13, 2013
203.08	Vacancies	May 13, 2013
203.09	Code of Ethics	May 13, 2013
204	<b>BOARD ORGANIZATION</b>	
204.01	Officers of the Board	June 10, 2013
204.02	Committees of the Board	June 10, 2013
204.03	Volunteers and Support Groups	June 10, 2013
204.04	Advisory Committees	June 10, 2013
205	<b>BOARD MEMBER SERVICES</b>	
205.01	Board In-Service	July 8, 2013
205.02	Remuneration and Reimbursement	July 8, 2013
205.03	Membership in Professional Organizations	July 8, 2013
205.04	Use of Legal Counsel	July 8, 2013
205.05	Board Member Health & Dental Insurance	June 12, 2017
206	<b>BOARD POLICY PROCESS</b>	
206.01	Adoption and Amendment of Policies	July 8, 2013
206.02	Adoption and Amendment of Administrative Procedures	July 8, 2013
206.03	Suspension of Policies, By-laws and Regulatons	July 8, 2013
206.04	Official Record of Board Policies	July 8, 2013
<b>300</b>	<b>ADMINISTRATION</b>	
<b>POLICY</b>		<b>ADOPTION, REVISION</b>
<b>NUMBER</b>	<b>POLICY TOPIC</b>	<b>REVIEW DATE</b>
301	Administrative Operations	August 12, 2013
302	Superintendent of Schools	June 25, 2014
302.01	Federal Funds—Superintendent as District Rep	August 12, 2013
303	Decisions in the Absence of Board Policy	August 12, 2013
304	Principals of Schools	August 12, 2013
305	Administrator, Supervisor, Coordinator or Director Evaluation	August 12, 2013

<b>400</b>	<b>PERSONNEL</b>	
<b>POLICY NUMBER</b>	<b>POLICY TOPIC</b>	<b>ADOPTION, REVISION REVIEW DATE</b>
401	<b>CERTIFICATED STAFF</b>	
401.01	Certification and Endorsements	September 9, 2013
401.02	Teacher Evaluation	September 9, 2013
401.03	Reduction in Force	September 9, 2013
401.04	Substitute Teachers	September 9, 2013
401.05	Student Teachers	September 9, 2013
401.06	Professional Growth	January 9, 2017
401.07	Professional Growth Requirements	January 9, 2017
401.08	Expenses for Employee Travel	September 9, 2013
401.09	Tutoring	September 9, 2013
401.10	Teacher Organization Rights	September 9, 2013
401.11	Teacher Organization Agreement	September 9, 2013
401.12	Negotiations	September 9, 2013
401.13	Certificated Staff-Benefits and Working Conditions	September 9, 2013
401.14	Staff Responsibility For Student Conduct	September 9, 2013
401.15	Child Abuse Reporting	September 9, 2013
401.16	Child Abuse Reporting Regulations	September 9, 2013
401.17	Certificated Employees-Resignation and Contract Release	September 9, 2013
401.18	Complaint Procedures on School Personnel	September 9, 2013
401.19	Advancement on Salary Schedule	September 9, 2013
402	<b>CLASSIFIED PERSONNEL</b>	
402.01	Classified Personnel	October 14, 2013
402.02	Classified Personnel Selection	October 14, 2013
403	<b>LEAVES AND ABSENCES</b>	
403.01	Vacations and Holidays	October 14, 2013
403.02	Unauthorized Leave	October 14, 2013
403.03	Long Term Leaves of Absence	October 14, 2013
403.04	Administrative Procedures For Staff Absences	October 14, 2013
403.05	Family and Medical Leave Policy	October 14, 2013
403.06	Military and Family Military Leave	October 14, 2013
404	<b>TERMS OF EMPLOYMENT</b>	
404.01	Recruitment and Selection	June 25, 2014
404.02	Conditions of Employment	November 11, 2013
404.03	Nondiscrimination	July 10, 2017
404.04	American's With Disabilities Act	November 11, 2013
404.05	Orientation	December 9, 2013
404.06	Personnel Records	December 9, 2013
404.07	Release of Employee Credit Information	December 9, 2013
404.08	Notice of Vacancies	December 9, 2013
404.09	Job Descriptions	December 9, 2013
404.10	Separation	December 9, 2013
404.11	Part-time Personnel	January 13, 2014
404.12	Soliciting and Selling	January 13, 2014
404.13	Private Use of School Facilities and Equipment	January 13, 2014
404.14	Recognition For Service of Employees	January 13, 2014
404.15	Policy For Drug-Free Schools and Communities Act- Employees	February 10, 2014
404.16	Admin Process For Drug Free (Ref 404.15)	February 10, 2014
404.17	Formal Complaint Procedures	February 10, 2014
404.18	Board Communication With Employees	February 10, 2014
404.19	Gifts to School Personnel	February 10, 2014
404.20	Workmans' Compensation	February 10, 2014
404.21	School Parent Groups	February 10, 2014
404.22	Privacy of Protected Health Information	February 10, 2014
404.23	Conflict of Interest	February 10, 2014
404.24	Family Member Employment	February 10, 2014
404.25	Harassment by Employees	February 10, 2014
404.26	Administrative Procedures for Harassment by Employees	February 10, 2014
404.27	Social Security Numbers	February 10, 2014
404.28	Wages and Deductions Info	February 10, 2014
404.29	Prohibition on Aiding and Abetting Sexual Abuse	July 11, 2016

<b>500</b>	<b>STUDENTS</b>	
<b>POLICY</b>		<b>ADOPTION, REVISION</b>
<b>NUMBER</b>	<b>POLICY TOPIC</b>	<b>REVIEW DATE</b>
501	<b>STUDENT ACTIVITIES</b>	
501.01	Extracurricular Activities	March 10, 2014
501.02	Guidelines For Student Organizations	March 10, 2014
501.03	Student Publications	March 10, 2014
501.04	Practice/Meeting Time Restrictions	March 10, 2014
501.05	Field Trips and Community Service Activities	March 10, 2014
501.06	Student Fees	June 12, 2017
501.07	Administrative Procedures for Student Fees	June 12, 2017
501.08	Student Organizations	April 14, 2014
501.09	Student Activity Eligibility	April 14, 2014
501.10	Student Government	April 14, 2014
501.11	Student Publications	April 14, 2014
501.12	Student Fund Raising	April 14, 2014
501.13	Student Performances	April 14, 2014
501.14	Student Physicals For Athletics	April 14, 2014
501.15	Compliance with Title IX for Students	April 14, 2014
501.16	Class Gifts to School	April 14, 2014
501.17	Contests Between Schools	July 14, 2014
501.18	Drug Testing of Students	July 10, 2017
501.18.01	Parent-Guardian Consent for Drug Testing	July 10, 2017
501.18.02	Confidentiality Statement for Drug Testing	July 10, 2017
502	<b>STUDENT ADMISSION</b>	
502.01	Admission Requirements	July 10, 2017
502.02	Placement of Students	May 12, 2014
502.03	Missing Children Identification Act-Birth Certificate Requirements	May 12, 2014
502.04	Home School and Rule 13 Students	May 12, 2014
502.05	Option Enrollment Students	July 25, 2016
502.05.01	Ref--Sample Option Enrollment Rejection Letter	July 25, 2016
502.06	Student Transfers and Withdrawals	May 12, 2014
502.07	Exchange Students/Programs	May 12, 2014
502.08	Homeless Students	September 11, 2017
502.08.01	Homeless Education Program	September 11, 2017
502.09	Tuition Students	May 12, 2014
502.10	Student Admission and Residency	May 12, 2014
502.11	Custody and Parental Rights	May 12, 2014
502.12	Married/Pregnant Students	May 12, 2014
502.13	Nondiscrimination	July 10, 2017
502.14	Full Time and Part Time Enrollment	July 10, 2017
503	<b>STUDENT ATTENDANCE</b>	
503.01	Compulsory Attendance	May 12, 2014
503.02	Student Attendance Records	May 12, 2014
503.03	Student Absences-Excused	May 12, 2014
503.04	Attendance Policy and Excessive Absenteesim	May 12, 2014
503.05	Ages of Attendance	May 12, 2014
503.06	Discontinuance of Enrollment-Under Age 7	May 12, 2014

504	STUDENT DISCIPLINE	
504.01	Disciplinary/Corrective Measures for Students	August 11, 2014
504.02	Use of corporal Punishment	August 11, 2014
504.03	Student Discipline	June 9, 2014
504.04	Illegal Substances-Drugs/Alcohol	August 11, 2014
504.05	Information Concerning Drug Programs	August 11, 2014
504.06	Use of Breathalyzer	August 11, 2014
504.07	Fines For Lost or Damaged Items	August 11, 2014
504.08	Regulated Devices-Beepers, Cell Phones, Laser Pointers	Removed
504.09	Student Due Process Rights	August 11, 2014
504.10	Student Freedom of Expression	August 11, 2014
504.11	Student Detention	August 11, 2014
504.12	Student Appearance	August 11, 2014
504.13	Searches, Seizures, and Arrests	August 11, 2014
504.14	Student Lockers	August 11, 2014
504.15	Harassment by Students	August 11, 2014
504.16	Administrative Procedures for Harassment by Students	August 11, 2014
504.17	Anti-Bullying	June 12, 2017
504.18	Dating Violence	August 11, 2014
504.19	Initiations and Hazing	July 25, 2016
504.20	Requests to Interview or Remove Students	August 14, 2017
505	STUDENT HEALTH	
505.01	Student Illness or Injury at School	October 13, 2014
505.02	Administration of Medication to Students	October 13, 2014
505.03	Student Health and Immunization Checkups	October 13, 2014
505.04	Contagious and Communicable Diseases	October 13, 2014
505.05	Eye Protective Devices	October 13, 2014
505.06	Wellness Policy	October 13, 2014
505.07	Administrative Regulations Wellness Policy	July 10, 2017
505.08	Concussions	July 14, 2014
505.09	Students with Allergies	October 13, 2014
505.10	Suicide Awareness	July 14, 2014
505.11	Return to Learn from Cancer	July 11, 2016
505.12	Student Self-Management of Asthma, Anaphylaxis, Diabetes	July 25, 2016
505.12.01	Asthma, Anaphylaxis, Diabetes Self Management Plan	July 25, 2016
506	STUDENT RECORDS AND INFORMATION	
506.01	Student Records	October 13, 2014
506.02	Administrative Procedures For Student Records (ref 506.01)	October 13, 2014
506.03	Release of Directory Information	October 13, 2014
506.04	Student Production of Items For Community	October 13, 2014
506.05	Grading Guidelines	October 13, 2014
506.06	Student Privacy Protection Policy	July 11, 2016
506.07	Notification of Rights under FERPA	August 14, 2017

<b>600</b>	<b>INSTRUCTION</b>	
<b>POLICY</b>		<b>ADOPTION, REVISION</b>
<b>NUMBER</b>	<b>POLICY TOPIC</b>	<b>REVIEW DATE</b>
601	GENERAL ORGANIZATION	
601.01	School Calendar	November 10, 2014
601.02	School Year/Day—Instructional Time	November 10, 2014
602	ALTERNATE PROGRAMS	
602.01	Multi Cultural Educational Program	June 12, 2017
602.02	Alternate Educational Programs For Expelled Students	November 10, 2014
602.03	Title I Parental and Family Involvement	July 25, 2016
602.04	Mini Grant Support Programs	December 8, 2014
602.05	Special Education / 504 Programs	July 13, 2015
603	INSTRUCTIONAL PROGRAMS	
603.01	Challenges to Instructional or Library Materials	March 9, 2015
603.02	Administrative Procedures Materials Challenge	March 9, 2015
603.03	Criteria For Selecting Library Materials	March 9, 2015
603.04	Selection of Textbooks and Instructional Materials	March 9, 2015
603.05	Evaluation of Instructional Program	July 11, 2016
603.06	Graduation Requirements	June 11, 2007
603.07	Curriculum- Assessments	May 11, 2015
603.08	Internet Safety and Acceptable Use Policy	September 11, 2017
603.09	Movies and Videos	May 11, 2015
603.10	Ceremonies and Observances	May 11, 2015
603.11	Assessments- Academic Content Standards	June 12, 2017
611	ACADEMIC ACHIEVEMENT	
611.01	Student Progress Reports	July 11, 2016
611.02	Class Ranking and Grade Point Average	June 8, 2015
611.03	Grading Scale	June 8, 2015

<b>700</b>	<b>DISTRICT BUSINESS OPERATIONS</b>	
<b>POLICY</b>		<b>ADOPTION, REVISION</b>
<b>NUMBER</b>	<b>POLICY TOPIC</b>	<b>REVIEW DATE</b>
701	FINANCIAL	
701.01	Annual Budgeting	October 12, 2015
701.02	Borrowing Money-Loans	October 12, 2015
701.03	Investing District Funds	October 12, 2015
701.04	School District Expenditures	July 10, 2017
701.05	Capital Outlay For Equipment	July 10, 2017
701.06	Procedures- Bidding Construction Projects	July 10, 2017
701.07	Relations With Vendors	October 12, 2015
701.08	Local Purchasing	October 12, 2015
701.09	Senior Citizen Activity Pass	October 12, 2015
701.10	Paying For Goods and Services	October 12, 2015
701.11	Credit Cards	July 11, 2016
701.12	Monies in Buildings	October 12, 2015
701.13	Petty Cash	October 12, 2015
701.14	District Funds/Accounts	October 12, 2015
701.15	Student Activities Funds	October 12, 2015
701.16	Materials/Supplies and Fees	January 11, 2016
701.17	Sale and Disposal of School Property	January 11, 2016
701.18	Gifts, Grants, and Bequests	January 11, 2016
701.19	Insurance	January 11, 2016
701.20	Fund Raisers	January 11, 2016
701.21	Advertising and Promotions in the Schools and by Students	January 11, 2016
701.22	Facility and Maintenance Funds	January 11, 2016
701.23	Use of School Computers	January 11, 2016
701.24	Use of School Fax Machines	January 11, 2016
701.25	Use of School Photocopiers	January 11, 2016
701.26	Use of School Phones	January 11, 2016
701.27	Use of Cell Phones	January 11, 2016
701.28	Management of Bank Accounts	January 11, 2016
701.29	Auditing of Financial Records	January 11, 2016
701.30	Bonds	January 11, 2016
701.31	ESSA	August 14, 2017
701.32	Use of Public Resources by Board members and Employees	January 11, 2016
701.33	Contracting for Services	January 11, 2016
701.34	Fund Balance Reporting	January 11, 2016
702	SAFETY AND SECURITY	
702.01	Security—School Keys For Employees	May 9, 2016
702.02	Security Incidents—Reporting and Handling	May 9, 2016
702.03	Emergency Plans	May 9, 2016
702.04	Employee Safety Plan and Committee	August 14, 2017
702.05	Asbestos Control	May 9, 2016
702.06	Law Enforcement Agency Investigations	May 9, 2016
702.07	Sexual Harassment-Staff and Students	May 9, 2016
702.08	Security Equipment	May 9, 2016
702.09	Display of Student Work	May 9, 2016
702.10	Trespassers	May 9, 2016

<b>800</b>	<b>SUPPORT SERVICES</b>	
<b>POLICY NUMBER</b>	<b>POLICY TOPIC</b>	<b>ADOPTION, REVISION REVIEW DATE</b>
801	FOOD SERVICE	
801.01	Food Service Program	March 14, 2016
801.02	Free or Reduced Lunch	March 14, 2016
801.03	Collection of Lunch Funds	July 10, 2017
801.04	Administrative Procedures to Collect Lunch Funds	July 10, 2017
801.05	Procurement Plan	August 14, 2017
802	TRANSPORTATION	
802.01	Student Travel	December 12, 2016
802.02	Transportation Services	December 12, 2016
802.03	Bus Safety Program	December 12, 2016
802.04	Vehicle Driver Requirements	January 9, 2017
802.05	Safe Pupil Transportation Guidelines	January 9, 2017
<b>900</b>	<b>BUILDINGS AND SITES</b>	
<b>POLICY NUMBER</b>	<b>POLICY TOPIC</b>	<b>ADOPTION, REVISION REVIEW DATE</b>
901	Operation and Maintenance of Plant	February 13, 2017
902	Use of School Facilities by Groups/Individuals	February 13, 2017
903	Facility and Site Planning	February 13, 2017
<b>1000</b>	<b>COMMUNITY RELATIONS</b>	
<b>POLICY NUMBER</b>	<b>POLICY TOPIC</b>	<b>ADOPTION, REVISION REVIEW DATE</b>
1001.01	Visitors in Schools	May 11, 2017
1001.02	Parent Involvement in Education	June 12, 2017
1001.03	Title I Annual Meeting	May 11, 2017
1001.04	Annual Report and Public Communication	May 11, 2017
1001.05	Public Examination of School District Records	May 11, 2017
1001.06	Reporting to Parents/Guardians	October 9, 2017
1001.07	Custody and Parental Rights	October 9, 2017
1001.08	Records Management and Disposition	July 13, 2015
1001.09	Use of School Facilities: Student Groups and Boy Scouts	October 9, 2017
1001.10	Service Animals	October 9, 2017