

COLFAX-MINGO COMMUNITY SCHOOL BOARD POLICIES

TABLE OF CONTENTS

100 SERIES

- 100 Legal Status of the School District
- 101 Educational Philosophy of the School District
 - 101.1 Objectives of Education in Colfax-Mingo Community School District
- 102 Equal Educational Opportunity
 - 102.E1 Annual Notice of Nondiscrimination
 - 102.E2 Continuous Notice of Nondiscrimination
 - 102.E3 Section 504 Student & Parental Rights
- 103 Long Range Needs Assessment
- 104 Anti-Bullying/Anti-Harassment Policy and Grievance Procedure
 - 104.E1 Complaint Form
 - 104.E2 Witness Disclosure Form
 - 104.E3 Disposition of complaint Form
- 105 Assistance Animals
- 106 Discrimination & Harassment Base on Sex Prohibited

BOARD OF DIRECTORS

200 SERIES

- 200 Statement of Guiding Principles 3-21-16
- 200.1 Organization of the Board of Directors 3-21-16
- 200.2 Oath of Office 3-21-16
- 200.3 Term of Office 3-21-16
- 200.4 Board Vacancies 3-21-16
- 201.2 Legal Status of the Board 3-21-16
- 201.3 General Powers and Duties 3-21-16
- 201.4 Board of Directors' Elections 3-21-16
- 201.8 Board of Directors and Elected Officials 3-21-16
- 201.9 Board Member Liability 3-21-16
- 202.1 Code of Ethics 3-21-16
- 202.2 President 3-21-16
- 202.3 Vice President 3-21-16
- 202.4 Secretary 3-21-16
- 202.5 Treasurer 3-21-16
- 202.6 Board of Directors' Conflict of Interest 3-21-16
- 203.1 Adoption of Policy 3-21-16
- 203.7 Legal Counsel 3-21-16
- 203.8 AD HOC Committees 3-21-16
- 204.1 Regular Meetings 12-19-16
- 204.2 Special Meetings 3-21-16
- 204.5 Notification of Board Meeting 3-21-16
- 204.6 Rules of Order 3-21-16
- 204.7 Agenda 3-21-16
- 204.8 Order of Regular Business Meetings 3-21-16
- 204.9 Handling Grievances 3-21-16
 - Complaint Form 3-21-16
 - Witness Form 3-21-16

- 204.10 Board of Directors Records 3-21-16
- 204.11A CMEA Participation in Board Meetings 3-21-16

- 204.11 Public Participation in Board Meetings 3-21-16
- 204.12 Multi-Cultural, Gender Fair Policy Statement 3-21-16
- 204.13 Minutes 3-21-16
- 205.1 Compensation for Expenses 3-21-16
- 205.2 Membership in State and National Associations 3-21-16
- 205.3 Board Attendance at State & National Conferences 3-21-16
- 205.4 Gifts to Board of Directors 3-21-16

ADMINISTRATION

300 SERIES

- 300 School District Administration Goals & Objectives 2-20-17
- 301 Administrators 2-20-17
- 302 Administrator Contracts 2-20-17
- 303 Administrator Salary & Other Compensation 2-20-17
- 304 Recruitment & Appointment of Administrators 2-20-17
- 305 Superintendent Duties 2-20-17
- 306 Administrator Duties 2-20-17
- 307 Evaluation of Administrators 2-20-17
- 308 Development & Enforcement of Administrative Regulations 2-20-17
- 309 Monitoring of Administrative Regulations 2-20-17
- 310 Succession of Authority 2-20-17

STAFF PERSONNEL

400 SERIES

- 400 Personnel Policies & Guiding Principals 9-17-18
- 401.1 Equal Employment Opportunity 9-17-18
- 401.1A Equal Employment Opportunity & Affirmative Action Grievance Procedure 9-17-18
- 401.2 Employee Conflict of Interest 9-17-18
- 401.3 Nepotism 9-17-18
- 401.4 Employee Complaints 9-17-18
- 401.5 Employee Records 9-17-18
- 401.5R1 Employee Records Regulations 9-17-18
- 401.7 Travel Compensation for Employees
- 401.9 Political Activities of Employees 9-17-18
- 401.11 Employee Orientation 9-17-18
- 402.2 Child Abuse Reporting 9-17-18
- 402.3 Child Abuse Reporting Regulation 9-17-18
- 402.4 Gifts Give to Employees 9-17-18
- 402.5 Complaints About Employees 9-17-18
- 402.9 Substitute Teachers 9-17-18
- 403 Equal Employment & Affirmative Action Grievance Procedure 9-17-18
- 403.A Background Check on Employee & Volunteers 9-17-18
- 403.R1 Universal Precautions 9-17-18
- 405.2 Licensed Employee Qualifications, Recruitment, Selection 9-17-18
- 405.3 Original Contracts 9-17-18
- 405.4 Continuing Contracts 9-17-18
- 405.7 Assignment & Transfer 9-17-18
- 407.1 Licensed Employee Resignation 9-17-18
- 407.2 Recruitment & Selection of Non-Certified Personnel 9-17-18
- 407.3 Licensed Employee Early Retirement 9-17-18
- 408.3 Licensed Employee tutoring 9-17-18
- 409.3 Custodial Job Description 9-17-18
- 409.3A Head District Custodian/Maintenance Employee 9-17-18
- 409.3B Custodial/Maintenance Employee 9-17-18
- 410 Harassment 9-17-18
- 410A Harassment Investigation Procedures 9-17-18
- 410B Receiving Harassment Complaints 9-17-18
- 410C Harassment Complaint Form 9-17-18
- 410.1 Student Teachers 9-17-18

- 410.4 Education Associate 9-17-18
- 411.2 Classified Employee-Qualifications, Recruitment, Selection 9-17-18
- 411.3 Non-Certified Contracts 9-17-18
- 413 CPR Requirement 9-17-18
- 414.6 Classified Employee Jury Duty Leave 9-17-18
- 414.7 Employee Leave for Military Service 9-17-18
- 420 Abuse of Students by District Employees 9-17-18
- 420.1 Abuse of Students by District Employees Regulations 9-17-18
- 421 District Credit Card Use by Employees 9-17-18
- 435 Employee Leave for Court Subpoena 9-17-18

STUDENT PERSONNEL

500 SERIES

- 500 Statement of Guiding Principles 3-15-19
- 501.1 Resident Students 3-15-19
- 501.3 Compulsory Attendance Requirements 3-15-19
- 501.7 Student Transfers In, Out or withdrawals 3-15-19
- 501.7R1 Requests for Transfer Within the Building 3-15-19
- 501.7R2 Foreign Exchange Students 3-15-19
- 501.8 Student Absences – Excused 3-15-19
- 501.9 Truancy - Unexcused Absences 3-15-19
- 501.16 Homeless Children and Youth 3-15-19
- 502.1 Dress Code 3-15-19
- 502.2 Care of School Property/Vandalism 3-15-19
- 502.3 Freedom of Expression 3-15-19
- 502.4 Picnics & Parties 3-15-19
- 502.5 Student Lockers 3-15-19
- 502.6 Weapons 3-15-19
- 502.7 Smoking-Drinking –Drugs 3-15-19
- 502.8R1 Search & Seizure Regulations 3-15-19
- 502.8E1 Search & Seizure Checklist 3-15-19
- 502.19 Use of Motor Vehicles 3-15-19
- 503.R1 Student Fee Waiver & Reduction Procedure 3-15-19
- 503.1 Student Conduct 3-15-19
- 503.1R1 Suspension of Student 3-15-19
- 503.2 Student Expulsion 3-15-19
- 503.3 Student Activity Program 3-15-19
- 503.4 Good Conduct rule 3-15-19
- 503.5 Corporal Punishment 3-15-19
- 503.6 Graduation Academic Recognition 3-15-19
- 503.8 Social Events 3-15-19
- 504.1 Student Government 3-15-19
- 504.2 Student Organizations 3-15-19
- 504.3 Student Publication 3-15-19
- 504.5 Student Injury or Illness at School 3-15-19
- 504.6 Work Permit-Work Permit Issuance 3-15-19
- 504.7 Emergency School Closing & Procedures 3-15-19
- 504.8 Rules for Extra Curricular Activities 3-15-19
- 504.11 Personal Property 3-15-19
- 505.7 Commencement 3-15-19
- 506.1 Student Records Access 3-15-19
- 506.2 Student Directory Information 3-15-19
- 506.4 Student Library Circulation Record 3-15-19
- 506.5 Care of School Property/Vandalism 3-15-19
- 506.7 Student Activities 3-15-19
- 507.3 Students – Communicable Diseases 3-15-19
- 507.4 Interview with Students 3-15-19
- 508.1 Cooperation With Law Enforcement Agencies 3-15-19

EDUCATIONAL PROGRAM**600 SERIES**

- 600 Goals & Objectives of the Education Program 6-17-19
- 601 Type of School Organization 6-17-19
- 601.1 School Calendar 6-17-19
- 601.2 School Day 6-17-19
- 602 Curriculum Development 6-17-19
- 602.2 Curriculum Implementation 6-17-19
- 602.3 Curriculum Evaluation 6-17-19
- 602.3A Curriculum Revision 6-17-19
- 602.7 Student Medication Administration 6-17-19
- 603.2 Summer School Instruction 6-17-19
- 603.3 Special Education Services 6-17-19
- 603.4 Multicultural & Nonsexist Equity Education Opportunity 6-17-19
- 603.5 Health Education 6-17-19
- 603.6 Physical Education 6-17-19
- 603.7 Career Education 6-17-19
- 603.8 Teaching About Religion 6-17-19
- 603.8R1 Teaching About Religion Regulations-Religious Holidays 6-17-19
- 603.9 Teaching Controversial Issues 6-17-19
- 603.10 Core Curriculum & 21st Century Learning to Include Global Awareness 6-17-19
- 603.11 Citizenship 6-17-19
- 604.3 Program for Talented & Gifted Students 6-17-19
- 604.6 Post-Secondary Enrollment Options (PSEO) 6-17-19
- 604.7 Dual Enrollment 6-17-19
- 604.8 International & Foreign Exchange Students 6-17-19
- 604.11 Community Engagement 6-17-19
- 604.13 Virtual/On-Line Courses 6-17-19
- 604.14 Distribution of Materials Regulations 6-17-19
- 605 Selection of Instructional Materials 6-17-19
- 605.1 Instructional Materials Selections 6-17-19
- 605.2 Objections to Instructional Materials 6-17-19
- 605.3 Library Materials 6-17-19
- 605.4 Library Materials Inspection 6-17-19
- 605.5 School Library (previously Media Center) 6-17-19
- 605.7 Technology & Instructional Materials 6-17-19
- 605.7a Request for reconsideration of education materials form 6-17-19
- 605.8 Internet – Appropriate Use 6-17-19
- 605.8a Internet Access Denial Form 6-17-19
- 605.8b Student Internet/Network Acceptable Use Agreement 6-17-19
- 605.8c Network/Internet Appropriate Use Violation Notice 6-17-19
- 605.9 Student Take Home Device Agreement 6-17-19
- 605.10 Student Internet/Network-Appropriate Use Regulations 6-17-19
- 605.11 Student Social Media Regulation 6-17-19
- 605.12 Web Page Policy 6-17-19
- 605.15 Colfax-Mingo Device Acceptable Use Form 6-17-19
- 605.16 Web Page Policy 6-17-19 [also 605.12] DELETE
- 605.16a Internet – Permission Form 6-17-19
- 605.16b Record of Student Violations/Suspensions 6-17-19
- 605.20 Colfax-Mingo Computer Loan Agreement 6-17-19
- 605.21 Colfax-Mingo Parent & Student Responsibilities 6-17-19
- 606.1 Class Size—Class Grouping 6-17-19
- 606.5 Student Field Trips and Excursions 6-17-19
- 606.5a Colfax-Mingo District Overnight Field Trip Request Form 6-17-19
- 606.6 Insufficient Classroom Space 6-17-19
- 606.7 Outside Resource People 6-17-19

- 607.1 Student Guidance & Counseling Program 6-17-19
- 607.2 Student Health Services 6-17-19

AUXILIARY SERVICES

700 SERIES

- 700 Purpose of Non-Instructional & Business Services 11-21-16
- 701.1 School Food Program 11-21-16
- 701.2 Meal Charges 6-18-18
- 701.3 Financial Support 11-21-16
- 701.3b Governmental Accounting Practices & Regulations 11-21-16
- 701.4 Free or Reduced Cost Meals Eligibility 11-21-16
- 701.5 Vending Machines 11-21-16
- 701.6 Wellness Policy 11-21-16
- 702.1 Local and State Transportations 11-21-16
- 702.2 Student Eligibility for Bus Service 11-21-16
- 702.3 Special Education Bus Service 11-21-16
- 702.4 Student Transportation for Extra Curricular Activities 11-21-16
- 702.5 Summer Program Bus Service 11-21-17
- 702.6 Transportation Insurance Program 11-21-16
- 702.7 Use of Video Cameras on School Buses Regulation 11-21-16
- 703.1 Transportation of Non-School Groups 11-21-16
- 703.2 School Bus Safety Instruction 11-21-16
- 703.3 Transportation in Inclement Weather 11-21-16
- 703.4 District Vehicle Idling 11-21-16

BUSINESS PROCEDURES

800 SERIES

- 801 Budget Planning 6-27-16
- 801.1 Transfer of Funds 6-27-16
- 801.2 Financial Accounting System 6-27-16
- 802.1 Local, State, and Federal Miscellaneous Revenue 6-27-16
- 802.2 Educational Material Fees 6-27-16
- 802.3 Use of School Property and Equipment 6-27-16
- Request for Use of Buildings Facilities and Equipment Form
- 802.4 Sale of Bonds 6-27-16
- 802.5 Post-Issuance Compliance Regulations for Tax-Exempt Obligations 6-27-16
- 802.6 Investments 6-27-16
- 802.7 Gifts, Grants, and Bequests 6-27-16
- 802.8 Depository of Funds 6-27-16
- 802.9 Financial Records 6-27-16
- 803.1 Purchasing Policy 6-27-16
- 803.2 Purchase Order 6-27-16
- 803.3 Receiving Supplies & Equipment 6-27-16
- 803.4 Payment for Goods & Services 6-27-16
- 803.5 Unpaid Warrants 6-27-16
- 803.6 Payroll Periods 6-2-16
- 803.7 Payroll Deductions 6-27-16
- 803.8 Travel Allowance 6-27-16
- 803.9 Special Assessments 6-27-16
- 803.10 Credit Cards 6-27-16
- 804.1 Secretary's Monthly Report 6-27-16
- 804.2 Treasurer's Annual Report 6-27-16
- 804.3 Publication of Financial Reports 6-27-16
- 804.5 Audits 6-27-16
- 805.1 Care, Maintenance & Disposal of School District Records 6-27-16
- 805.5 Inventory 6-27-16
- 806.1 Insurance Program 6-27-16

- 806.2 Periodic Review of Insurance Program 6-27-16
- 806.3 General Fixed Assets/Capital Assets 6-27-16
- 807.1 Student Activities Fund 6-27-16
- 808 Internal Controls 6-27-16
- 808.1 Internal Controls Procedures 6-27-16

BUILDINGS AND SITES

900 SERIES

- 900 Statement of Guiding 12-19-16
- 901.1 Consultants 12-19-16
- 901.2 Site Specifications 12-19-16
- 901.3 Site Acquisition 12-19-16
- 901.4 Selection of an Architect 12-19-16
- 901.5 Educational Specifications for Building 12-19-16
- 901.6 Final Building Specifications 12-19-16
- 901.8 Bids & Awards for Construction Contracts 12-19-16
- 902.1 Maintenance Schedule 12-19-16
- 902.2 Requests for Improvements 12-19-16
- 902.3 Emergency Repairs 12-19-16
- 902.4 Use of Contract Service 12-19-16
- 902.5 Disposition of Obsolete Equipment 12-19-16
- 903.1 Smoking Policy 12-19-16
- 903.2 Green Cleaning Policy 12-19-16
- 903.3 Visitors to School District Buildings & Sites 9-17-18
- 904 Buildings & Sites Adaption for Persons with Disabilities 12-19-16
- 905 Vandalism 12-19-16
- 906 Warning System & Emergency Plans 12-19-16

SCHOOL - COMMUNITY RELATIONS

1000 SERIES

- 1000 Statement of Guiding Principles 5-16-16
- 1001.1 Board - Community Relations 5-16-16
- 1001.2 Duplicated or Printed Materials 5-16-16
- 1002.2 AD HOC Committees 5-16-16
- 1002.2A AD HOC Committee Responsibilities 5-16-16
- 1002.3 Communication and Recommendations 5-16-16
- 1002.4 Parent-Teacher Association 5-16-16
- 1003.1 Participation in Community Life 5-16-16
- 1003.2 Gifts to Unit Personnel 5-16-16
- 1003.3 Complaints Concerning School Personnel 5-16-16
- 1003.4 Citizen Assistance to School Personnel 5-16-16
- 1003.5 Activity Passes for Senior Citizens, Retired Employees, and Others 5-16-16
- 1003.6 Public Conduct on School Premises 5-16-16
- 1004.1 Use of School Facilities 5-16-16
- 1004.3 Loan of School Equipment 5-16-16
- 1005.1 Public Performances by Students 5-16-16
- 1005.2 Contests for Students 5-16-16
- 1005.3 Sales Promotions 5-16-16
- Class/Club/Organization Fundraiser Request Form
- 1005.4 Advertising & Promotions 5-16-16
- 1005.5 Visitors to Buildings and Sites 5-16-16
- 1005.6 Distribution of Materials 5-16-16
- 1006 Restrictions Regarding Persons Required to Register on the Sex Offender 5-16-16

