

# NUMERICAL INDEX TO POLICIES TO LEAD THE SCHOOLS

---

## 1000 Series GOVERNING PRINCIPLES

### LEGAL STATUS AND AUTHORITY OF THE BOARD

|   |      |
|---|------|
| Legal Status of the Board and School System ..... | 1000 |
| Board Authority and Duties .....                  | 1010 |

### GOVERNING PRINCIPLES AND GOALS

|  |                  |
|--|------------------|
| Governing Principles .....   | 1100             |
| Governing Principle – Student Success .....                        | 1200             |
| Governing Principle – Parental Involvement.....                    | 1300             |
| Parental Involvement .....   | 1310/4002        |
| Title I Parent and Family Engagement .....                         | 1320/3560        |
| Governing Principle – School Initiatives.....                      | 1400             |
| Governing Principle – Safe, Orderly and Inviting Environment ..... | 1500             |
| School Safety .....  | 1510/4200/7270   |
| Responding to Bomb Threats.....                                    | 1510/4200/7270-R |
| Governing Principle – Professional Development.....                | 1600             |
| Professional and Staff Development.....                            | 1610/7800        |
| Governing Principle – Removal of Barriers .....                    | 1700             |
| Prohibition Against Discrimination, Harassment and Bullying .....  | 1710/4021/7230   |
| Discrimination, Harassment and Bullying Complaint Procedure.....   | 1720/4015/7225   |
| Nondiscrimination on the Basis of Disabilities .....               | 1730/4022/7231   |
| Student and Parent Grievance Procedure.....                        | 1740/4010        |
| Responding to Complaints .....                                     | 1742/5060        |
| Grievance Procedure for Employees .....                            | 1750/7220        |
| Prohibition Against Retaliation.....                               | 1760/7280        |
| Governing Principle – Stewardship of Resources .....               | 1800             |

**2000 Series**  
**BOARD OPERATIONS**

**BOARD OPERATIONS**

Operational Goals of the Board .....2000  
Board and Superintendent Relations.....2010

**BOARD MEMBERS**

Board Member Legal Status .....2100  
Board Member Elections .....2110  
Unexpired Term Fulfillment.....2115  
Removal from Office .....2116  
Code of Ethics for School Board Members .....2120  
Board Member Conflict of Interest.....2121  
Role of Board Members in Handling Complaints .....2122  
Board Member Opportunities for Development.....2123  
Confidential Information ..... 2125/7315  
Board Member Compensation and Expenses .....2130

**OFFICERS AND COMMITTEES**

Election of Officers/Organization of Board.....2200  
Duties of Officers.....2210  
Official School Spokesperson.....2220  
Board Committees .....2230  
School Advisory Councils .....2235

**BOARD MEETINGS**

Board Meetings .....2300  
Remote Participation in Board Meetings.....2302  
Public Participation at Board Meetings .....2310  
Compliance with the Open Meetings Law.....2320  
Closed Sessions.....2321  
Board Meeting News Coverage .....2325  
Board Meeting Agenda .....2330  
Advance Delivery of Meeting Materials.....2335  
Parliamentary Procedures .....2340  
Quorum .....2341  
Voting Methods .....2342

**BOARD POLICIES**

|   |      |
|---|------|
| Board Policies .....                            | 2400 |
| Policy Development.....                         | 2410 |
| Adoption of Policies .....                      | 2420 |
| Dissemination and Preservation of Policies..... | 2430 |
| Policy Review and Evaluation .....              | 2440 |
| Suspension of Board Policies.....               | 2450 |
| Administration in Policy Absence .....          | 2460 |
| Administrative Procedures.....                  | 2470 |
| School Rules .....                              | 2475 |

**BOARD HEARINGS**

|                                |      |
|--------------------------------|------|
| Hearings Before the Board..... | 2500 |
|--------------------------------|------|

**BOARD CONSULTANTS AND LIAISONS**

|  |      |
|--|------|
| Consultants to the Board.....                | 2600 |
| Board Attorney.....                          | 2610 |
| Liaison with School Boards Associations..... | 2650 |

**3000 Series**  
**EDUCATIONAL PROGRAM**

**GOALS AND OBJECTIVES**

Goals and Objectives of the Educational Program .....3000

**CURRICULUM DEVELOPMENT, DELIVERY AND EVALUATION**

Curriculum Development.....3100  
Dual Enrollment.....3101  
On-line Instruction .....3102  
Innovation in Curriculum Development .....3110  
Curriculum and Instructional Guides.....3115  
Lesson Planning.....3120  
Grouping for Instruction .....3130  
Homework.....3135  
Evaluation of Instructional Programs .....3140

**INSTRUCTIONAL MATERIALS**

Selection of Instructional Materials .....3200  
School Media Centers .....3205  
Parental Inspection of and Objection to Instructional Materials .....3210  
Technology in the Educational Program.....3220  
Technology Responsible Use..... 3225/4312/7320  
Internet Safety ..... 3226/4205  
Web Page Development..... 3227/7322  
Copyright Compliance ..... 3230/7330

**TIME FOR LEARNING**

School Calendar and Time for Learning.....3300  
School Trips .....3320  
Moment of Silence .....3330

**STUDENT PERFORMANCE**

Evaluation of Student Progress .....3400  
Students At-Risk of Academic Failure .....3405  
Testing and Assessment Program .....3410  
Student Promotion and Accountability .....3420  
School Improvement Plan.....3430  
Conflict Resolution .....3431  
Recognizing Excellence.....3440

|   |           |
|---|-----------|
| Class Rankings .....                        | 3450      |
| Graduation Requirements .....               | 3460      |
| Minimum Credit High School Diploma .....    | 3461      |
| Alternative Learning Programs/Schools ..... | 3470/4305 |

**SPECIAL CURRICULUM OBJECTIVES**

|   |           |
|---|-----------|
| Religious-Based Exemptions from School Programs .....                 | 3510      |
| Religion in the Schools .....   | 3515      |
| Schools and the Religion Clauses of the First Amendment.....          | 3516      |
| Special Education Programs/Rights of Students with Disabilities ..... | 3520      |
| Citizenship and Character Education .....                             | 3530      |
| Comprehensive Health Education Program.....                           | 3540      |
| Title I Parent and Family Engagement .....                            | 1320/3560 |
| Title I Comparability of Services.....                                | 3565/8307 |
| Driver Education Program .....  | 3580      |

**SERVICES AND ACTIVITIES TO SUPPORT THE EDUCATIONAL PROGRAM**

|  |           |
|--|-----------|
| Counseling Program.....                                    | 3610      |
| Extracurricular Activities and Student Organizations ..... | 3620      |
| Student Voter Registration and Preregistration .....       | 3640/5130 |

**4000 Series  
STUDENTS**

**STUDENT FOCUS**

|   |                |
|---|----------------|
| Focus on Students .....   | 4000           |
| Equal Educational Opportunities .....                             | 4001           |
| Parental Involvement .....  | 1310/4002      |
| Translating Policies for Students and Parents.....                | 4003           |
| Student and Parent Grievance Procedure.....                       | 1740/4010      |
| Discrimination, Harassment and Bullying Complaint Procedure.....  | 1720/4015/7225 |
| Prohibition Against Discrimination, Harassment and Bullying ..... | 1710/4021/7230 |
| Nondiscrimination on the Basis of Disabilities .....              | 1730/4022/7231 |
| Education for Pregnant and Parenting Students.....                | 4023           |
| Staff-Student Relations .....                                     | 4040/7310      |
| Children of Military Families .....                               | 4050           |

**ADMISSION AND ASSIGNMENT**

|   |      |
|---|------|
| Age Requirements for Initial Entry.....                         | 4100 |
| Immunization and Health Requirements for School Admission ..... | 4110 |
| Behavior Standards for Transfer Students .....                  | 4115 |
| Domicile or Residence Requirements.....                         | 4120 |
| Homeless Students .....   | 4125 |
| Discretionary Admission .....                                   | 4130 |
| Tuition for Discretionary Admissions .....                      | 4135 |
| School Assignment .....   | 4150 |
| Unsafe School Choice Transfer .....                             | 4152 |
| Assignment to Classes .....                                     | 4155 |

**SAFETY**

|  |                  |
|--|------------------|
| School Safety .....                                  | 1510/4200/7270   |
| Responding to Bomb Threats.....                      | 1510/4200/7270-R |
| Injury and Loss Prevention .....                     | 4201/7271        |
| Service Animals in Schools .....                     | 4202/5029/7272   |
| Internet Safety .....                                | 3226/4205        |
| Release of Students from School .....                | 4210             |
| Student Insurance Program .....                      | 4220             |
| Communicable Diseases – Students .....               | 4230             |
| Pediculosis .....                                    | 4232             |
| Illness or Injury of a Student at School.....        | 4235/6130        |
| Child Abuse – Reports and Investigations.....        | 4240/7312        |
| North Carolina Address Confidentiality Program ..... | 4250/5075/7316   |
| Student Sex Offenders .....                          | 4260             |

Concussion and Head Injury ..... 4270/6145

**STUDENT BEHAVIOR**

Student Behavior Policies .....4300  
Authority of School Personnel.....4301  
School Plan for Management of Student Behavior .....4302  
Rules for Use of Seclusion and Restraint in Schools.....4302-R  
Fair and Consistent Discipline Administration.....4303  
Alternative Learning Programs/Schools..... 3470/4305  
Disciplinary Action for Exceptional Children/Students with Disabilities.....4307  
Integrity and Civility.....4310  
Technology Responsible Use..... 3225/4312/7320  
Disruptive Behavior .....4315  
Student Dress Code.....4316  
Use of Wireless Communication Devices .....4318  
Tobacco Products – Students .....4320  
Drugs and Alcohol .....4325  
Gang-Related Activity .....4328  
Theft, Trespass and Damage to Property .....4330  
Assaults, Threats and Harassment .....4331  
Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety .....4333  
Criminal Behavior.....4335  
School-Level Investigations.....4340  
Parental Involvement in Student Behavior Issues .....4341  
Student Searches .....4342  
Student Discipline Records.....4345  
Short-Term Suspension.....4351  
Removal of Student During the Day.....4352  
Long-Term Suspension, 365 Day Suspension, Expulsion.....4353  
Requests for Readmission of Students Suspended for 365 Days or Expelled.....4362  
Student Discipline Hearing Procedures .....4370

**ATTENDANCE**

Attendance .....4400

**STUDENT FEES**

Student Fees .....4600

**STUDENT RECORDS**

Student Records .....4700  
Confidentiality of Personal Identifying Information ..... 4705/7825  
Confidentiality of Personal Identifying Information ..... 4705/7825-R

Surveys of Students.....4720

**5000 Series**  
**COMMUNITY RELATIONSHIPS**

**RELATIONSHIP WITH PARENTS AND THE COMMUNITY**

|   |                |
|---|----------------|
| Schools and the Community .....                           | 5000           |
| Automated Phone and Text Messaging .....                  | 5080           |
| Parent Organizations .....                                | 5010           |
| School Volunteers .....                                   | 5015           |
| Visitors to the Schools .....                             | 5020           |
| Registered Sex Offenders .....                            | 5022           |
| Emergency Epinephrine Auto Injector Devices .....         | 5024/6127/7266 |
| Prohibition of Alcoholic Beverages .....                  | 5025           |
| Smoking and Tobacco Products.....                         | 5026/7250      |
| Weapons and Explosives Prohibited.....                    | 5027/7275      |
| Automated External Defibrillator .....                    | 5028/6130/7267 |
| Service Animals in Schools .....                          | 4202/5029/7272 |
| Community Use of Facilities .....                         | 5030           |
| News Media Relations .....                                | 5040           |
| Emergency Closings .....                                  | 5050           |
| Responding to Complaints .....                            | 1742/5060      |
| Public Records – Retention, Release and Disposition ..... | 5070/7350      |
| Electronically Stored Information Retention .....         | 5071/7351      |
| North Carolina Address Confidentiality Program .....      | 4250/5075/7316 |

**RELATIONSHIP WITH OTHER GOVERNMENTAL AGENCIES**

|  |           |
|--|-----------|
| Relationship with Other Governmental Agencies .....  | 5100      |
| Relationship with County Commissioners.....          | 5110      |
| Relationship with Law Enforcement .....              | 5120      |
| Student Voter Registration and Preregistration ..... | 3640/5130 |

**INVOLVEMENT WITH OUTSIDE ORGANIZATIONS AND INDIVIDUALS**

|  |      |
|--|------|
| Distribution and Display of Non-School Material..... | 5210 |
| Collections and Solicitations.....                   | 5220 |
| Participation in Research Projects .....             | 5230 |
| Advertising in the Schools .....                     | 5240 |

**6000 Series**  
**SUPPORT SERVICES**

**SUPPORT SERVICES**

Support Services .....6000

**STUDENT HEALTH SERVICES**

Goals of Student Health Services .....6100  
Organization of Student Health Services .....6110  
Student Health Services .....6120  
Administering Medicines to Students .....6125  
Emergency Epinephrine Auto Injector Devices ..... 5024/6127/7266  
Automated External Defibrillator ..... 5028/6130/7267  
Illness or Injury of a Student at School..... 4235/6130  
Student Wellness.....6140  
Concussion and Head Injury ..... 4270/6145

**STUDENT FOOD SERVICES**

Goals of School Nutrition Services .....6200  
Organization of School Nutrition Services .....6210  
Operation of School Nutrition Services .....6220  
Free and Reduced Price Meal Services .....6225  
School Meal and Competitive Foods Standards .....6230

**STUDENT TRANSPORTATION SERVICES**

Goals of Student Transportation Services .....6300  
Safety and Student Transportation Services .....6305  
School Bus Idling.....6306  
School Bus Idling Procedures .....6306-R  
Organization of Student Transportation Services .....6310  
Drivers.....6315  
Use of Student Transportation Services.....6320  
Bus Routes .....6321  
Student Assignment to Buses.....6322  
Student Walkers, Bikers and Drivers .....6325  
Insurance for Student Transportation Services .....6330  
Transportation Service/Vehicle Contracts .....6340

**PURCHASING FUNCTION**

Goals of the Purchasing Function .....6400

|  |           |
|--|-----------|
| Ethics and the Purchasing Function .....                           | 6401      |
| Participation by Historically Underutilized Businesses .....       | 6402      |
| Organization of the Purchasing Function .....                      | 6410      |
| Contracts with the Board .....                                     | 6420      |
| Pre-Audit Certification.....                                       | 6421      |
| Continuing Contracts .....   | 6425      |
| Purchasing Requirements for Equipment, Materials and Supplies..... | 6430      |
| Bidders' List .....  | 6441/9121 |
| Vendor Lists.....  | 6442      |
| Purchase of Services .....   | 6450      |

**EQUIPMENT, MATERIALS AND SUPPLIES**

|   |      |
|---|------|
| Goals of Equipment, Materials and Supplies Services .....           | 6500 |
| Organization of Equipment, Materials and Supplies Services .....    | 6510 |
| Use of Equipment, Materials and Supplies.....                       | 6520 |
| Personal Use of Equipment, Materials and Supplies .....             | 6521 |
| Use of Equipment, Materials and Supplies By Non-School Groups ..... | 6522 |
| Network Security .....  | 6524 |
| Instructional Materials Services.....                               | 6525 |
| Resource Conservation .....   | 6530 |
| Hazardous Materials .....   | 6540 |
| Vandalism .....   | 6550 |
| Disposal of Surplus Property .....                                  | 6560 |

**7000 Series  
PERSONNEL**

**RECRUITMENT AND SELECTION OF PERSONNEL**

|   |        |
|---|--------|
| Recruitment and Selection of Personnel .....        | 7100   |
| Information Provided by Applicant or Employee ..... | 7110   |
| Employee Health Certificate .....                   | 7120   |
| Licensure .....                                     | 7130   |
| Licensure .....                                     | 7130-R |

**WORK ENVIRONMENT**

|  |                  |
|--|------------------|
| Staff Involvement in Decision Making .....                                 | 7210             |
| Grievance Procedure for Employees .....                                    | 1750/7220        |
| Discrimination, Harassment and Bullying Complaint Procedure .....          | 1720/4015/7225   |
| Prohibition Against Discrimination, Harassment and Bullying .....          | 1710/4021/7230   |
| Nondiscrimination on the Basis of Disabilities .....                       | 1730/4022/7231   |
| Drug-Free and Alcohol-Free Workplace .....                                 | 7240             |
| Drug and Alcohol Testing of Commercial Motor Vehicle Operators .....       | 7241             |
| Smoking and Tobacco Products .....   | 5026/7250        |
| Occupational Exposure to Bloodborne Pathogens .....                        | 7260             |
| Communicable Diseases – Employees .....                                    | 7262             |
| Occupational Exposure to Hazardous Chemicals in Science Laboratories ..... | 7265             |
| Emergency Epinephrine Auto Injector Devices .....                          | 5024/6127/7266   |
| Automated External Defibrillator .....                                     | 5028/6130/7267   |
| School Safety .....  | 1510/4200/7270   |
| Responding to Bomb Threats .....   | 1510/4200/7270-R |
| Injury and Loss Prevention .....   | 4201/7271        |
| Service Animals in Schools .....   | 4202/5029/7272   |
| Weapons and Explosives Prohibited .....                                    | 5027/7275        |
| Prohibition Against Retaliation .....                                      | 1760/7280        |

**STAFF RESPONSIBILITIES**

|  |                |
|--|----------------|
| Staff Responsibilities .....                         | 7300           |
| Staff-Student Relations .....                        | 4040/7310      |
| Child Abuse – Reports and Investigations .....       | 4240/7312      |
| Confidential Information .....                       | 2125/7315      |
| North Carolina Address Confidentiality Program ..... | 4250/5075/7316 |
| Technology Responsible Use .....                     | 3225/4312/7320 |
| Web Page Development .....                           | 3227/7322      |
| Copyright Compliance .....                           | 3230/7330      |
| Employee Use of Social Media .....                   | 7335           |
| Employee Dress and Appearance .....                  | 7340           |

|   |           |
|---|-----------|
| Public Records – Retention, Release and Disposition ..... | 5070/7350 |
| Electronically Stored Information Retention .....         | 5071/7351 |

**SPECIFIC EMPLOYMENT RELATIONSHIPS**

|   |      |
|---|------|
| Job Descriptions.....                                       | 7400 |
| Extracurricular and Non-Instructional Duties.....           | 7405 |
| Teacher Contracts .....                                     | 7410 |
| Superintendent Contract.....                                | 7420 |
| Deputy, Associate, Assistant Superintendent Contracts ..... | 7422 |
| School Administrator Contracts.....                         | 7425 |
| Substitute Teachers .....                                   | 7430 |
| Assignments/Reassignments/Transfers.....                    | 7440 |

**WORKDAY AND ABSENCES**

|   |      |
|---|------|
| Workday and Overtime.....   | 7500 |
| Compliance with State Board of Education Employment Policies .....                | 7505 |
| Leave .....   | 7510 |
| Family and Medical Leave.....   | 7520 |
| Military Leave.....   | 7530 |
| Voluntary Shared Leave .....  | 7540 |
| Absences Due to Inclement Weather .....   | 7550 |
| Permitted Salary Deductions for Absences and Discipline of Exempt Employees ..... | 7560 |

**BENEFITS**

|   |      |
|---|------|
| Defense of Board Employees.....                       | 7610 |
| Payroll .....   | 7620 |
| Return to Work .....                                  | 7635 |
| Employee Travel and Other Expense Reimbursement ..... | 7650 |

**NON-JOB-RELATED ACTIVITIES**

|  |      |
|--|------|
| Membership in Professional Organizations ..... | 7710 |
| Employee Political Activities .....            | 7720 |
| Employee Conflict of Interest.....             | 7730 |

**DEVELOPMENT AND EVALUATION**

|  |           |
|--|-----------|
| Professional and Staff Development.....                      | 1610/7800 |
| Superintendent Evaluation .....                              | 7805      |
| Evaluation of Licensed Employees.....                        | 7810      |
| Plans for Growth and Improvement of Licensed Employees ..... | 7811      |
| Evaluation of Non-Licensed Employees .....                   | 7815      |
| Personnel Files .....  | 7820      |

|   |             |
|---|-------------|
| Petition for Removal of Personnel Records .....           | 7821        |
| Confidentiality of Personal Identifying Information ..... | 4705/7825   |
| Confidentiality of Personal Identifying Information ..... | 4705/7825-R |

**SEPARATION**

|  |      |
|--|------|
| Resignation .....  | 7900 |
| Retirement.....  | 7910 |
| Reduction in Force: Teachers and School Administrators ..... | 7920 |
| Classified Personnel Reduction .....                         | 7921 |
| Professional Employees: Demotion and Dismissal .....         | 7930 |
| Classified Personnel: Suspension and Dismissal.....          | 7940 |
| Probationary Teachers: Nonrenewal.....                       | 7950 |

**8000 Series  
FISCAL MANAGEMENT**

**FISCAL GOALS**

Fiscal Goals.....8000

**BUDGET PROCESS**

Budget Planning and Adoption.....8100  
Budget Resolution.....8110

**REVENUE SOURCES**

Grants and Funding for Special Projects .....8210  
Gifts and Bequests .....8220  
Penalties, Fines and Forfeitures .....8230  
Forfeitures – Bonds.....8231

**FISCAL ACCOUNTABILITY**

Fiscal Management Standards .....8300  
Federal Grant Administration .....8305  
Title I Comparability of Services ..... 8307/3565  
Annual Independent Audit.....8310  
Depositories .....8320  
Daily Deposits.....8325  
Facsimile Signatures .....8330  
Insurance.....8340  
Limited Claim Settlement.....8341  
Fixed Assets Inventory .....8350

**SEPARATE ACCOUNTS**

Individual School Accounts.....8410

**PERSONNEL DUTIES**

School Finance Officer .....8510  
School Treasurer.....8520  
Fidelity Bonds.....8530

**9000 Series  
FACILITIES**

**FACILITY PLANNING AND CONSTRUCTION**

Planning to Address Facility Needs .....9000  
Site Selection .....9010  
Facility Design .....9020  
Facility Construction.....9030

**SELECTION AND USE OF ARCHITECTS AND CONTRACTORS**

Use and Selection of Architects, Engineers, Surveyors, and  
Construction Managers At Risk.....9110  
Bidding for Construction Work .....9120  
Bidders' List..... 6441/9121  
Participation by Women- and Minority-Owned Businesses.....9125  
Supervision of Construction Contracts .....9130

**CARE AND MAINTENANCE**

Care and Maintenance of Facilities, Grounds and Equipment .....9200  
Pest Management .....9205  
Security of Facilities .....9220

**NAMING FACILITIES**

Naming Facilities .....9300

**SALE AND DISPOSAL**

Sale, Disposal and Lease of Board-Owned Real Property .....9400