

# POLICY MANUAL

## Index of Topics

<b>A</b> .....		<b>Series</b>	<b>Paragraph</b>		
Absences				Attendance - Student	
	Family & Medical Leave	6000	6019	Comprehensive .....	8000 8102
	Practices Accompanying			See Truancy	
	Above.....	6000	6019P	Home & Hospital	
	Home & Hospital			Instruction.....	8000 8103
	Instruction .....	8000	8103	Purpose.....	8000 8101
	Due to On-the-Job Injury	6000	6028	School Work Missed.....	8000 8102
Academic Achievement				Attorney	
	Staff Interaction.....	7000	7410	School District.....	1000 1905
Accident Documentation				Audits .....	3000 3604
	Student .....	4000	4206	Authorized Signatures .....	3000 3311
Accident Prevention &				Awards & Scholarships .....	8000 8605
	Safety Procedures.....	5000	5007		
Accountability				<b>B</b> .....	<b>Series Paragraph</b>
	Board.....	1000	1704	Behavior	
	School .....	7000	7003	Cocurricular.....	4000 4107
Accounting System.....		3000	3201	Bus Conduct .....	8000 8201
Activities –				Procedures .....	8000 8201P
Extracurricular /Interscholastic				Student Athletes .....	4000 4106
	Bill of Rights .....	4000	4102	Students with Disabilities	8000 8009
	New Club/Organization..	4000	4108	Education of Children.	8000 8007
	Outcomes of Programs...	4000	4103	Intervention Policy.....	8000 8009
	Participation .....	4000	4107	Rights of Individuals...	8000 8008
	Rules & Regulations			Procedures .....	8009P
	Accompanying Above..	4000	4107P	Benefits - Administrators	
	Participation Conflicts...	7000	7313	Expenses.....	2000 2303
	Participation			Fringe Benefits .....	2000 2302
	Requirements.....	4000	4104	Prior Teaching Experience	
	Philosophy.....	4000	4101	Credit for.....	6000 6102
	Activity Funds.....	3000	3209	Salary Considerations...	2000 2301
Administrator				Vacations.....	2000 2304
	Assignment and Transfer	2000	2005	Benefits – Educational Support Staff	
	Attendance at Meetings/ Conventions/Conferences	2000	2203	Overtime.....	6000 6302
	Committees .....	2000	2003	Salary.....	6000 6301
	Definition of .....	2000	2002	Bloodborne Pathogens .....	6000 6021
	Mission of .....	2000	2001	Practices Accompanying	
	Selection of ... ..	2000	2007	Above.....	6000 6021P
	Resignation/Retirement.	2000	2008	Board	
Admissions <i>See Also</i> Transfers				Communications To and	
	Early Admission.....	8000	8306	From .....	1000 1605
	Procedures .....		8306P	Duties of Officers .....	1000 1106
	Exchange Students .....	8000	8301	Election of Officers .....	1000 1105
	Procedures .....		8301P	Mailing Lists to Receive	
	Resident Students.....	8000	8302	Board Material .....	1000 1604
Advertising and Solicitations in				Powers and Duties .....	1000 1102
	School.....	2000	2204	Presiding Officer .....	1000 1107
Alcohol, Drug Use				Relations with	
	Staff.....	1000	1801	Federal Education	
	Student .....	8000	8603	Agencies .....	9000 9511
Athletics –				State Education	
	Injury Procedures.....	4000	4105	Agencies .....	9000 9510
	Participaton Conflicts.....	7000	7313		
	Participation Requirements	4000	4104		

Superintendent.....	1000	1901	Sexual Harassment ....	1000 m	1703
Board Member			Procedure for .....	1000	1703P
Authority to Act.....	1000	1110	Compliance Steps for Providing		
Conditions of Service .....	1000	1104	Supplemental Educational		
Conflict of Interest .....	1000	1112	Services .....	7000	7412
Development.....	1000	1902	Concussion – Student Athlete.....	4000	4208
Ethics.....	1000	1111	Confidential/Exempt Employees		
Expenses.....	1000	1904	Holidays.....	6000	6303
Orient of New Member(s)	1000	1903	Insurance Program.....	6000	6307
Related Associations.....	9000	9512	Leaves and Absences.....	6000	6305
Relations.....	1000	1601	Overtime Pay.....	6000	6302
Term of Office.....	1000	1108	Reduction-In-Force .....	6000	6309
Board Minutes .....	1000	1313	Rights Before the		
Broadcasting and Recording	1000	1315	Administration.....	6000	6308
Review of Closed Session	1000	1314	Salaries.....	6000	6301
<i>See Also:</i> Retention of Records			Unpaid Sick Leave .....	6000	6306
Administrative Procedure			Vacations.....	6000	6304
Of above.....	1000	1314P	Conflict of Interest –		
Bonded Employees.....	3000	3207	Board Members.....	1000	1112
Budget			In Purchasing.....	3000	3314
Hearing.....	3000	3105	Supervisory .....	6000	6005
Objectives.....	3000	3101	Consultants		
Planning and Preparation	3000	3104	Facilities .....	5000	5003
Building			Consumer Education Proficiency		
Maintenance & Repair .	5000	5006	Test.....	7000	7303
Bullying, Intimidation,			Contests .....	8000	8402
Aggressive Behavior.....	1000	1806	Contracts		
Bus Conduct .....	8000	8201	Shared Time .....	9000	9502
Procedures.....	8000	8201P	Supplemental, Pro-ration of	3000	3506
<i>See Also:</i> Behavior			Cooperative Programming .....	9000	9509
<b>C .....</b>	<b>Series</b>	<b>Paragraph</b>	Copyright .....	6000	6017
Calendar			Compliance.....	6000	6017P
Budget.....	3000	3102	Reprint or Adapt .....	6000	6017Pex
School .....	7000	7002	Corporal Punishment .....	8000	8204
Capital Assets.....	3000	3705	Curriculum –		
Capital Expenditure Plan .....	3000	3704	Development, Adoption,		
Chemicals			Revision.....	7000	7104
<i>See</i> Herbicide Use, Pesticide Use			Procedures .....	7000	7103
Child Abuse – Student Welfare ...	6000	6016	Research .....	7000	7105
Chronic Communicable Diseases			Selection.....	7000	7201
Employees.....	6000	6020	Custodial & Non-custodial Parties’ Rights		
Students.....	4000	4202	And Responsibilities.....	9000	9003
Class Size .....	7000	7310	<b>D .....</b>	<b>Series</b>	<b>Paragraph</b>
Rules & Regulations .....	7000	7310P	Debt Limit .....	3000	3203
Colleges & Universities.....	9000	9507	Decisions During the Superintendent’s		
<i>See Also</i> Student Teaching & Internships			Absence .....	2000	2109
Commemorations.....	9000	9005	Departments		
Complaints			Chairpersons/Division Heads		
Discrimination.....	1000	1702	.....	6000	6106
Procedures for.....	1000	1702P	Inability to Evaluate/Observe	6000	6107
Public Complaints			Depository of Funds .....	3000	3204
Disciplinary Action....	1000	1603	Directories		
District Employees ....	1000	1603	School Personnel .....	6000	6013
Instructional Practices	1000	1603			
Procedure for .....	1000	1603			

Student .....	9000	9202
Disabilities –		
Behavioral Intervention Policy for		
Students with.....	8000	8009
Procedures for above.....	8000	8009P
Complaints Filed Under the Americans with		
Disabilities Act of 1990 & Program Accessibility		
Provisions of Section 504 of the Rehabilitation Act of		
1973 .....	8000	8006
Education of Children		
With .....	8000	8007
Rights of Individuals		
with .....	8000	8008
Discipline –		
Student .....	8000	8202
Suspension & Expulsion	8000	8203
Dress Code –		
Student .....	8000	8205
Drills – Emergency.....	5000	5010
Drivers Education		
Participation in .....	7000	7307
Drug- and Alcohol-Free		
Workplace .....	1000	1801
Drug and Alcohol Use		
By Students .....	8000	8603

**E ..... Series Paragraph**

Educational/Outside Agency		
Relations.....	9000	9500
Collaboration.....	9000	9501
Electronic Devices		
Student Use of.....	8000	8207
Emergency School Closing .....	4000	4308
Employee –		
Assignment & Transfer ..	6000	6012
Responsibilities .....	6000	6025
Rights & .....	6000	6004
Rights Before Administration	6000	6308
Service Awards .....	6000	6014
With Chronic Communicable		
Diseases .....	6000	6020
Ethics.....	6000	6030
Ethics Procedure.....	6000	6030P
Energy & Resource Management		
Conservation.....	5000	5015
Enrollment See Admissions		
Equal Rights and Opportunities....	1000	1701
See Also EEOC Statement	6000	6002
Equipment, Use of School.....	5000	5008
Evaluation –		
Administrative.....	1000	2004
Staff.....	6000	6010
Superintendent .....	1000	2111
Exchange Students		

Admissions.....	8000	8301
Procedures .....		8301P
Expenses –		
Administrative.....	2000	2303
Personnel .....	3000	3504
Board Members.....	1000	1904
Reimbursement of Travel, Meal and		
Lodging Expense.....	1000	1904P
Expulsion See Suspensions		
Extracurricular Activities		
Home School Student		
Participation in .....	8000	8104
Eye Protective Devices in the		
Classroom.....	8000	8609

**F ..... Series Paragraph**

Facilities –		
Planning .....	5000	5002
Use of .....	9000	9401
Leasing of Unused Space	9000	9402
Family Life .....	7000	7502
See Also Sex Education		
Federal Program and		
Other Entity Personnel ...	2000	2207
Fees –		
Student.....	8000	8601
Waiver of .....		8602
Procedures .....		8602P
Field Trips – See Also Tours		
Disclaimer of Liability...	7000	7026
Student.....	7000	7204
Financial Reports and Statements	3000	3206
Fiscal Authority & Responsibility	3000	3001
Fiscal Year.....	3000	3103
Foundations .....	8000	8001
Foreign Exchange See Admissions		
Fraternities/Sororities .....	1000	1804
Freedom of Information Requests		
See Also Records - Public		
Fundraising/Solicitation.....	8000	8401
Procedures .....		8401P

**G ..... Series Paragraph**

Gifts – State Gift Ban Act.....	3000	3703
Gifts and Donations to		
the District .....	3000	3702
Goals		
District 94 .....	1000	1705
Education.....	7000	7102
Facilities Planning &		
Management .....	5000	5001
Human Resources.....	6000	6001
Support Services .....	4000	4001

Gold Card .....	9000	9004
Grades		
From Non-Accredited Public		
High Schools .....	7000	7404
Grading & Promotion .....	7000	7402
Grading Student Performance .....	7000	7403
Graduation –		
Requirements .....	7000	7405
Students with		
Disabilities .....	7000	7406
Grievance Procedure – Statement of Policy		
.....	8000	8003
Grievance Procedure	8000	8003P
Guest Speakers .....	7000	7503
<i>See Also</i> Visitors		

**H .....** *Series Paragraph*

Hall of Honor.....	9000	9601
Hazing .....	1000	1805
Health Services		
Allergens.....	4000	4207
Temporary Medical		
Conditions.....	4000	4201
Rules & Regulations Accompanying		
Above.....	4000	4201P
Herbicide Use .....	5000	5014
Holidays		
Administrators.....	2000	2305
Home & Hospital Instruction .....	8000	8103
Homelessness, Education of		
Children Experiencing... ..	8000	8011
Homework .....	7000	7408
Human Relations .....	1000	1706

**I.....** *Series Paragraph*

Illness		
Sudden.....	2000	2209
Temporary Certified .....	6000	6110
Independent Study Option.....	7000	7305
Information Exchange Channels ..	2000	2402
Injury		
Athletic.....	4000	4105
Instruction		
Definition of.....	7000	7001
Home & Hospital.....	8000	8103
Teaching Methods.....	7000	7301
Insurance		
Athletic Participation ....	3000	3403
Broker of Records .....	3000	3401
Building.....	3000	3401
Claims and Reporting.....	3000	3405
Employees.....	3000	3401
.....	6000	6207
Liability -		
Personal Property.....	3000	3402

Public.....	3000	3401
Management –		
Liability .....	6000	6027
Property .....	5000	5012
Student Accident .....	3000	3404
Documentation.....	4000	4206
Student Insurance .....	4000	4205
Workers’ Compensation	6000	6027
Internal Funds .....	3000	3208
Internet –		
Guidelines, Terms,		
Conditions .....	7000	7308
Procedures .....	7000	7308P
Use Agreement .....	7000	7309
Inventories .....	5000	5009
Investments		
Approval of New .....	3000	3802
Investment Policy.....	3000	3801
Transfers.....	3000	3803

**J .....** *Series Paragraph*

Job Descriptions		
Administrative.....	2000	2009
Superintendent.....	2000	2105
Jury Duty .....	6000	6015

**L .....** *Series Paragraph*

Land Donations .....	9000	9403
Law Enforcement/Agency and		
Investigations.....	9000	9105
Procedures Accompanying		
Above.....	9000	9105P
Leasing and Renting .....	5000	5013
Rules and Regulations .....	5000	5013P
Leaves of Absence		
Family & Medical Leave	6000	6019
Practices Accompanying Above	6019P	
Unpaid Sick Leave		
Certified Employees ...	6000	6109
Legal Status .....	1000	1101

**M .....** *Series Paragraph*

Materials		
Piloting Process for New	7000	7203
Medication in School.....	4000	4204
Psychotropic/Psychostimulant		
Medications .....	8000	8206
Meetings of the Board of Education		
Ad Hoc Committees .....	1000	1202
Agendas.....	1000	1311
Closed Meetings .....	1000	1308
Committee-of-the-Whole	1000	1201

Emergency Meetings.....	1000	1310	Participation Conflicts .....	7000	7313
General Provisions .....	1000	1303	Participation Rights		
Meeting Notice.....	1000	1316	Athletics .....	4000	4102
Organizational .....	1000	1305	Cocurricular Organizations	4000	4107
Parliamentary Authority.	1000	1301	Rules & Regs .....	4000	4106
Publication of Notices ....	3000	3601	Payment of Bills .....	3000	3310
Public Participation at ...			Payment of Pre-Approved and		
Authority.....	1000	1402	Emergency Contracts ....	3000	3312
Participation Guidelines	1000	1403	Payroll Information.....	3000	3502
Purpose .....	1000	1401	Deduction for Unauthorized		
Opportunity to Speak.....	1000	1402	Absence .....	6000	6018
Quorum .....	1000	1302	Deductions From Pay ....	3000	3503
Reconvened or Rescheduled	1000	1309	Personnel Files.....	2000	2206
Recording Secretary .....	1000	1109	See Also Records – Personnel		
Regular .....	1000	1306	Pesticide and Herbicide Use .....	5000	5014
Retention of Records.....	3000	3602	Procedures Accompanying		
Procedures.....	3000	3602P	Above.....	5000	5014P
<i>See Also</i> Board Minutes			Petty Cash.....	3000	3309
Special Meetings .....	1000	1307	Physical Ailments - Temporary ....	4000	4201
Standing Committees ....	1000	1203	Rules and Regulations for		
Student Meetings.....	8000	8604	Students with Temporary Medical		
Procedures .....		8604P	Conditions .....	4000	4201P
Superintendent Committees	1000	1204	Physical Education Excusals .....	7000	7304
Types of Meetings.....	1000	1304	Physical Examinations		
Voting Method .....	1000	1312	New Certified .....	6000	6101
Minutes.....	1000	1315	New Educational Support	6000	6201
<i>See Also</i> Board - Retention of Records			Students .....	4000	4203
			Plagiarism .....	8000	8606
			Policies		
<b>N .....</b>	<b>Series</b>	<b>Paragraph</b>	Administrative Action in		
Naming Facilities .....	5000	5004	Absence of.....	1000	1503
News Media Relations.....	2000	2401	Administration of ... .....	2000	2104
Newspaper (School) .....	7000	7311	Adoption and Dissemination	1000	1502
No Child Left Behind .....	7000	7412 to	Development .....	1000	1501
.....		7413P	Reviews .....	1000	1505
			Suspension of .....	1000	1504
<b>O .....</b>	<b>Series</b>	<b>Paragraph</b>	Political Activities .....	2000	2205
Opportunity to speak .....	1000	1402	Positions		
Organization .....	1000	1103	Creation of.....	6000	6006
Organizational Chart .....	2000	2006	Professional Organizations		
Outside Speakers .....	7000	7503	Certified Employee		
<i>See Also</i> Visitors			Membership .....	6000	6103
Outside Professional Service .....	2000	2202	Meeting/Inservice .....	6000	6104
			Property Sale Revenue.....	3000	3804
<b>P .....</b>	<b>Series</b>	<b>Paragraph</b>	Pro-ration of Supplemental Contracts		
Parent-Teachers Groups .....	2000	2208	.....	3000	3506
See Also Relations with ...			Psychotropic/Psychostimulant		
Parental Involvement Policy.....	9000	9006	Medications .....	8000	8206
Parents			Public Complaints <i>See:</i> Complaints		
Communications with ....	9000	9002	Public Relations		
Custodial & Non-Custodial			Principles of .....	1000	1601
Rights.....	9000	9003	Publications –		
Parliamentary Authority .....	1000	1301	School Sponsored .....	7000	7504
Part-time Teaching and			Non-School .....	7000	7505
Job Sharing.....	6000	6113	Purchasing		

Art & Craft Supplies.....	8000	8608
Authority .....	3000	3302
Bids and Quotations .....	3000	3303
Conflicts of Interest.....	3000	3314
General Purchasing		
Policy.....	3000	3301
Purchase Orders &		
Contracts.....	3000	3304
Quotations .....	3000	3308
Unauthorized Purchase &		
Purchases Exceeding		
Budget .....	3000	3305
<b>Q.....</b>	<b>Series</b>	<b>Paragraph</b>
Questions and Inquiries .....	1000	1602
<b>R.....</b>	<b>Series</b>	<b>Paragraph</b>
Records		
Electronic .....	3000	3603
Personnel		
Maintenance, Inspection, &		
Dissemination of.....	6000	6022
Procedures Accompanying		
Above .....	6000	6022P
Public		
Access to.....	9000	9201
Includes: Record of Inspection;		
Request for Records; Response to		
Request		
Procedures.....	9000	9201P
Student – Educational		
Collection, Maintenance, Inspection &		
Dissemination of.....	8000	8501
Procedures .....	8000	8501P
Reduction-in-Force		
Certified .....	6000	6112
Support Services.....	4000	4001
Reimbursement of Expenses .....	3000	3504
Relations with		
Business/School Partnerships.....	9000	9102
Booster Organizations .....	9000	9103
Education Research Agencies.....	9000	9506
Feeder Districts .....	9000	9503
Fire & Emergency		
Preparedness Authorities.....	9000	9104
Government Authorities.....	9000	9101
Non-Public Schools.....	9000	9505
Regional Office of Education.....	9000	9504
School/Parent/Community.....	9001	9001
Religion in Public Schools .....	7000	7501
Reporting Student Progress .....	7000	7401
Representatives to Other Committees/		
Boards .....	1000	1205
Revenue, Property Sale .....	3000	3804

<b>S.....</b>	<b>Series</b>	<b>Paragraph</b>
Safety		
Building & Facility.....	5000	5005
Staff.....	6000	6203
Salaries		
Confidential/Exempt .....	6000	6301
Salary Schedule .....	3000	3501
Sale of Unneeded or		
Obsolete Equipment .....	3000	3701
Sales Calls and Demonstrations...	3000	3306
Scholarships, and Awards.....	8000	8605
School Choice for		
Students Enrolled in a School		
Identified for Improvement,		
Corrective Action, or		
Restructuring .....	7000	7411
School District Classification .....	1000	1002
School District Territory.....	1000	1003
School District Name.....	1000	1001
Security		
Staff.....	6000	6023
Service Learning .....	7000	7315
Services, Procurement of		
Architectural .....	1000	1906
Engineering & Land		
Surveying .....	1000	1906
Service Recognition.....	6000	6014
Rules & Regulations.....	6000	6014P
Sex Education .....	7000	7502
<i>See Also</i> Family Life		
<i>See Also</i> Student ...		
Sexual Harassment .....		
Employee/Student .....	1000	1703
Procedures Accompanying		
Above.....	1000	1703P
Student .....	8000	8004
Fraternities - Sororities .....	1000	1804
Smoke and Tobacco Free School –		
Enforcement –		
Employees.....	1000	1803
Spectators & Visitors .....	1000	1803
Students .....	1000	1803
Staff –		
Assignment & Transfer .....	6000	6012
Development .....	6000	6024
Employment .....	6000	6009
Recruitment .....	6000	6008
Dress Guidelines .....	6000	6029
Social Media.....	6000	6031
Standardization of Goods .....	3000	3313
Student		
Achievement.....	7000	7407
Attendance <i>See</i> Attendance – Students		
Foundations.....	8000	8001

Rights to Free Education for Students		
With Disabilities.....	8000	8005
Identification, Evaluation, or Educational		
Placement of Students with		
Disabilities.....	8000	8005P
Schedules/Caseloads.....	7000	7312
Search & Seizure.....	1000	1802
Sex Equity, Sex Discrimination,		
Sexual Harassment .....	8000	8004
Social and Emotional		
Development .....	7000	7314
Support Services.....	4000	4002
Rules and Regulations		
Accompanying Student		
Support Services.....	4000	4002P
Travel .....	7000	7204
Student Teachers/Interns .....	9000	9508
Procedures Accompanying Above		
9508P		
Student Welfare – Child Abuse ....	6000	6016
Sudden Illness.....	2000	2209
Superintendent –		
Contract.....	2000	2103
Expenses.....	2000	2110
Extraordinary Powers of ...	2000	2106
General Qualifications ...	2000	2101
Recruitment of .....	2000	2102
Staff Reporting to .....	2000	2107
Supervision.....	6000	6011
Suspensions - Employee		
Disciplinary .....	2000	2108
With Pay.....	2000	2108
Without Pay.....	2000	2108
Supplemental Education Services	7000	7412
.....		To 7413P
Suspensions – Students		
Student Suspension &		
Expulsion Procedures.....	8000	8203

**T..... Series Paragraph**

Tax Anticipation Warrants .....	3000	3205
Tax Levy .....	3000	3106
Teaching Methods .....	7000	7301
Technology –		
Personal.....	6000	6031
One-to-One.....	7000	7207
Teen Dating Violence.....	8000	8208
Temporary Physical Ailments .....	4000	4201
Testing .....	7000	7409
Textbooks –		
Piloting Process for New Materials		
.....	7000	7203
Selection, Adoption.....	7000	7202
Complaint Regarding .....	7000	7202
Title IX Compliance Statement ...	6000	6003

Title IX .....	8000	8002
Training		
Additional.....	6000	6105
Rules and Regulations		
Accompanying Above...	6000	6105P
Transfers From – <i>See Also</i> Admissions		
Accredited Schools.....	8000	8106P
Non-Accredited Schools.....	8000	8106P
Transportation –		
Athletes/Cheerleaders.....	4000	4306
Emergency School Closings.....	4000	4308
Extracurricular Programs.....	4000	4305
Fee Schedule .....	4000	4302
Field Trips .....	4000	4307
Students .....	4300	4301
<i>See Also</i> Bus Conduct .....	8000	8201
Summer/Evening Program.....	4000	4304
Technology Ctr of DuPage.....	4000	4303
Trips –		
Private .....	7000	7205
Procedures for above .....	7000	7205P
Truancy .....	8000	8102
Truant Students – Support		
Services .....	7000	7302
Tuition Reimbursement .....	3000	3505
Tutoring for Pay .....	6000	6108

**U..... Series Paragraph**

Unauthorized Absences		
Deduction of Pay.....	6000	6018
Unsafe School Choice Option .....	7000	7413
Administrative Procedure.....	7000	7413P

**V..... Series Paragraph**

Vacancies, Posting of .....	6000	6007
Vandalism .....	5000	5011
Vendor Relations and Ethics .....	3000	3307
Visitation to Other Schools.....	2000	2201
Visitors		
Board Members .....	9000	9302
in School.....	9000	9301
in Classrooms .....	9000	9301P

**W..... Series Paragraph**

Wellness.....	8000	8607
Withdrawals from School .....	8000	8105
Workers' Compensation .....	6000	6027
Working Cash Fund.....	3000	3202

**X, Y, Z ..... Series Paragraph**

As of March 5, 2014