

**SCHOOL DISTRICT OF CLAY COUNTY  
SCHOOL BOARD POLICIES  
TABLE OF CONTENTS**

**ORGANIZATION OF THE DISTRICT SCHOOL SYSTEM – SECTION I**

Rule 1.01	The District School System .....	I-1
Rule 1.02	The District School Board .....	I-1
Rule 1.03	The Superintendent of Schools.....	I-11
Rule 1.04	The District Administrative and Supervisory Staff .....	I-13
Rule 1.05	The School Center Staff .....	I-14
Rule 1.06	District Organization Chart .....	I-15
Rule 1.07	Non-Discrimination .....	I-15
Rule 1.08	Citizens Advisory Counsels .....	I-15
Rule 1.09	Public Conduct on School Board Property.....	I-17
Rule 1.10	Clay County Education Foundation .....	I-18
Rule 1.11	Social Security Numbers .....	I-18
Rule 1.12	Anti-Bullying and Harassment .....	I-20
Rule 1.13	Teen Dating Violence and Abuse .....	I-31

**HUMAN RESOURCES – SECTION II**

Rule 2.01	Definitions .....	II-1
Rule 2.02	Application/Recruitment.....	II-2
Rule 2.03	Position Availability .....	II-9
Rule 2.04	Employment Procedures for Teacher .....	II-9
Rule 2.05	Screening, Selection and Appointment of Administrators.....	II-14
Rule 2.06	Employment of Support Personnel .....	II-17
Rule 2.07	Prerequisites for Salary Payment .....	II-20
Rule 2.08	Salary .....	II-23
Rule 2.09	Certification .....	II-25
Rule 2.10	Continuing Contracts .....	II-26
Rule 2.11	Length of Day for Personnel.....	II-26
Rule 2.12	Punctuality .....	II-27
Rule 2.13	Summer Instructional Program .....	II-27
Rule 2.14	Self-Reporting of Arrests & Charges by Current Employees .....	II-27
Rule 2.15	Leave .....	II-28
Rule 2.16	Absence Without Leave .....	II-44
Rule 2.17	Discipline .....	II-44
Rule 2.18	Retirement and Resignations .....	II-58
Rule 2.19	Holidays .....	II-65
Rule 2.20	Gifts and Gratuities.....	II-65
Rule 2.21	Dress and Appearance .....	II-65
Rule 2.22	Meritorious Awards .....	II-65
Rule 2.23	Tutoring .....	II-65
Rule 2.24	Personnel File and Release of Information .....	II-66
Rule 2.25	Interim/Substitute/Limited Contract Employees .....	II-67
Rule 2.26	Evaluations .....	II-68
Rule 2.27	Allocation of Staff Resources .....	II-76
Rule 2.28	Administrative/Confidential Employee Sick Leave Bank .....	II-76
Rule 2.29	Use of Internal Facilities During Election Periods .....	II-78

Rule 2.30	Employees, Prohibited Actions .....	II-78
Rule 2.31	Emergency Closing of Schools and/or District Facilities .....	II-79
Rule 2.32	Use of Reasonable Force .....	II-80
Rule 2.33	Volunteers .....	II-82
Rule 2.34	School Board Employees with Communicable Diseases .....	II-83
Rule 2.35	Anti-Fraud .....	II-85
Rule 2.36	Firearms and Chemical Weapons .....	II-86

### **EMPLOYEE RELATIONS – SECTION III**

Rule 3.01	Employee Relations Policies and Procedures .....	III-1
Rule 3.02	Employee Complaint Procedures (Grievances) .....	III-3

### **CURRICULUM AND INSTRUCTION – SECTION IV**

Rule 4.01	Attendance/Truancy .....	IV-1
Rule 4.02	Student Attendance Records .....	IV-6
Rule 4.03	Student Dress .....	IV-7
Rule 4.04	Discipline .....	IV-7
Rule 4.05	Drug Abuse or Weapons .....	IV-14
Rule 4.06	Student Assignment .....	IV-16
Rule 4.07	Student Admission and Enrollment .....	IV-27
Rule 4.08	Non-Resident Students .....	IV-31
Rule 4.09	Secret Societies .....	IV-32
Rule 4.10	Interviews with Students .....	IV-32
Rule 4.11	Initiation and Hazing .....	IV-33
Rule 4.12	Health and Safety .....	IV-34
Rule 4.13	Child Abuse/Sexual Battery .....	IV-39
Rule 4.14	Married Students and Pregnant Students .....	IV-44
Rule 4.15	Tobacco and Alcoholic Beverages .....	IV-44
Rule 4.16	Release of Students During School Day.....	IV-44
Rule 4.17	Admin. Policies Respecting Teacher Personnel, Agents, Solicitors & Salesmen	IV-45
Rule 4.18	Advertising or Selling in Schools.....	IV-45
Rule 4.19	The Flag Pledge of Allegiance/Meditation .....	IV-47
Rule 4.20	Complaints and/or Appeals .....	IV-47
Rule 4.21	Fund Raising Projects .....	IV-47
Rule 4.22	Daily Programs and Lesson Plans .....	IV-48
Rule 4.23	Driver Education .....	IV-48
Rule 4.24	Student Progression .....	IV-48
Rule 4.25	Records and Reports .....	IV-49
Rule 4.26	Solicitation of Students, Teachers or Parents .....	IV-50
Rule 4.27	Summer Program .....	IV-50
Rule 4.28	School Trips – Transporting Students.....	IV-51
Rule 4.29	Visits in the School .....	IV-52
Rule 4.30	Changes in Curriculum .....	IV-52
Rule 4.31	Special Education Programs .....	IV-53
Rule 4.32	Kindergarten.....	IV-55
Rule 4.33	Elementary School Programs .....	IV-56
Rule 4.34	Junior High .....	IV-56
Rule 4.35	Secondary School Programs .....	IV-56
Rule 4.36	Vocational Education.....	IV-56
Rule 4.37	Career Education.....	IV-57
Rule 4.38	Duplication of Public Documents .....	IV-59

Rule 4.39	Educational Alternative Programs.....	IV-59
Rule 4.40	Homework.....	IV-59
Rule 4.41	Faculty Meeting .....	IV-60
Rule 4.42	Private Instruction.....	IV-60
Rule 4.43	Athletics – Interscholastic .....	IV-61
Rule 4.44	Media Services .....	IV-69
Rule 4.45	Instructional Materials .....	IV-70
Rule 4.46	Inservice Education .....	IV-71
Rule 4.47	Adult and Community Education .....	IV-71
Rule 4.48	Student Performance Standards .....	IV-79
Rule 4.49	Use of School Facilities .....	IV-80
Rule 4.50	Biological Experimentation .....	IV-81
Rule 4.51	Human Growth and Development .....	IV-82
Rule 4.52	Student Personnel with Immunocompromised Status.....	IV-86
Rule 4.53	Student Driver’s License, School Requirements .....	IV-87
Rule 4.54	Absence for Observance of Religious Holidays .....	IV-88
Rule 4.55	Transport of Beverage Container into Stadiums or Gymnasiums .....	IV-89
Rule 4.56	School Improvement and Accountability.....	IV-89
Rule 4.57	Parent Involvement Accountability .....	IV-92
Rule 4.58	Use of Telecommunications and Networks: Terms and Conditions .....	IV-96
Rule 4.59	Technology Services .....	IV-97
Rule 4.60	ESE Special Programs and Procedures .....	IV-97
Rule 4.61	School Request of Payment from Students .....	IV-97
Rule 4.62	Names for Career Academies, Apprentice Programs & Career Education .....	IV100
Rule 4.63	Lightning Safety and Protection .....	IV101
Rule 4.64	Service Animals in School .....	IV102

**BUSINESS AFFAIRS – SECTION V**

Rule 5.01	Objectives of the Division of Business Affairs .....	V-1
Rule 5.02	General Policies .....	V-1
Rule 5.03	Financial Accounting Policies and Procedures .....	V-21
Rule 5.04	Financial Accounting for Payroll.....	V-25
Rule 5.05	Use of Enhancement Funds .....	V-27
Rule 5.06	Safety .....	V-28
Rule 5.07	Workers’ Compensation .....	V-29
Rule 5.08	Food and Nutrition Services .....	V-30

**SUPPORT SERVICES – SECTION VI**

Rule 6.01	Educational and Ancillary Facilities .....	VI-1
Rule 6.10	School Initiated Projects .....	VI-17
Rule 6.30	Operation of School Facilities .....	VI-21
Rule 6.50	Maintenance of School Facilities .....	VI-22
Rule 6.80	Transportation of School Children .....	VI-22
Rule 6.81	Responsibilities for Student Transportation Services .....	VI-22
Rule 6.82	Relationship of the School Bus Driver to Other School Personnel .....	VI-25
Rule 6.83	Extracurricular Use of School Buses .....	VI-26
Rule 6.84	Planning, Scheduling and Operating Bus Routes .....	VI-27
Rule 6.85	Hazardous Walking Conditions.....	VI-30
Rule 6.86	Substitute and Extracurricular Bus Drivers.....	VI-31
Rule 6.87	Student Accounting for Transported Students .....	VI-32
Rule 6.88	Student Discipline Reporting .....	VI-32

Rule 6.89	Legal Speed for School Buses.....	VI-32
Rule 6.90	Policies Governing Vehicles Other Than School Buses .....	VI-32

**INFORMATION SERVICES – SECTION VII**

Rule 7.01	Information Services .....	VII-1
Rule 7.02	Reports and Forms Management Control System .....	VII-1
Rule 7.03	Privacy .....	VII-2
Rule 7.04	Records and E-Mail Retention and Disposal .....	VII-2

**GENERAL – SECTION VIII**

Rule 8.01	Protocol for Interagency Agreements .....	VIII-1
-----------	---	--------

**APPENDICES – Human Resources**

<i>Appendix A</i>	<i>Non-Degreed Vocational Teacher Qualification &amp; Training Requirements . . . . .</i>	<i>A1-5</i>
<i>Appendix B</i>	<i>Adult/Community Education Qualifications &amp; Training Requirements . . . . .</i>	<i>A6-7</i>
<i>Appendix C</i>	<i>Non-Degreed Junior Reserve Officer (JROTC) Instructor Qualifications &amp; Training Requirements . . . . .</i>	<i>A8-9</i>