

**DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 2**

Board,		Confidentiality	2:80-E, 2:220
Committees	2:150	Conflict of interest	2:100
Communication, staff	2:140	Development	2:250
Elections	2:30	E-mail	2:140
Meeting procedure	2:220	Ethics	2:80, 2:80-E
Member Term of Office	2:50	Expenses	2:125
Officers	2:110	Limitations on accepting gifts	2:105
Policy	2:240,	Orientation, new member	2:120
		Qualifications	2:40, 2:110
2:240-E1,		Removal from office	2:60
	2:240-E2	Term of office	2:50
Powers and duties	2:20	Board-staff communications	2:140
Representatives	2:120	Board-superintendent relationship	2:130
Self-evaluation	2:90	Booster organizations	8:90
Superintendent, relationship with	2:130	Borrowing	4:40
Types of Board of Education Meetings	2:200	Broadcasting board meetings	2:220
Vacancies	2:70	Budget	4:10
Board meetings,		Buildings and grounds	4:150
Adjourned	2:220	Bus,	
Agenda	2:220	Conduct, student	7:220
Closed	2:200	Drivers	5:280, 5:285
Emergency	2:200	Free service	4:110
Minutes	2:220	Safety	4:170, 7:220
Notification to board members	2:200	Transportation services	4:110
Open meetings	2:200	Business management	4:10
Organizational meeting	2:210		
Procedure	2:220	-C-	
Public participation	2:230		
Quorum	2:220	Calendar	6:20, 6:20-E
Reconvened	2:220	Candidates for Board Office	2:32
Regular	2:200,	Career/vocational education	6:60
		Cellular telephone	7:190
2:220-E		Ceremonies	6:255
Rules of order	2:220	Certification	5:190
Special	2:200	Channels of authority	3:30
Time and place	2:200	Checks, insufficient funds	4:45
Voting	2:220	Child abuse reporting	5:90
Board member,		Child Sex Offender and Murderer Community Notification	
Code of conduct	2:80-E	Act	4:170
Compensation and expenses	2:125	Children with disabilities	6:50

**DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 3**

Children's Internet Protection Act	6:235	Counseling program	6:270,
Class size	6:200		
Coaches	5:280	7:250	
Co-curricular	6:190, 7:240, 7:310, 7:330	Court duty	5:80
		Credit for:	
Code of conduct	2:80-E	Alternative courses and programs, and	
Commemorative holidays	6:20	Criminal background investigation	4:170, 5:30
Committees, general	2:150		5:30 AP
Behavior intervention	2:150, 7:230	Curriculum,	
Faculty curriculum	6:40	Adoption	6:40
Request to Conduct Research	6:40 AP/E	Content	6:60
Communicable and chronic infectious		Design	6:60
disease	5:40, 7:280	Development	6:40
Communication,		Faculty curriculum committee	6:40
Board-staff	2:140	Federal programs	6:40
Line and staff relations	3:30	Request to Conduct Research	6:40 AP/E
Community flyers & posters	8:25		
Community resource persons and volunteers	6:250	-D-	
Community use of school facilities	8:20		
Complaints about curriculum, instructional		Dangerous weapons	7:190
materials, and programs	6:260	Debt	4:40
Complaints about professional staff	8:110	Dental exams encouraged	7:50
Compulsory attendance	7:50, 7:70	Disabilities,	
Conduct code for participants in extracurricular activities	7:240	Accommodating individuals with disabilities	8:70
Conduct on school property	8:30	Communicable and chronic infectious disease	5:40
Confidentiality	2:80-E,	Equal employment opportunity and minority	
	2:220	recruitment	5:10
		Facilities	8:70
Conflict of interest,		Illegal drugs users	5:50
Board member	2:100	Job descriptions	5:30
Employee	5:120	Medical records	5:40
Consent agenda	2:220	Non-discrimination in employment	5:10
Contracts,		Physical exams	5:30
Administration	3:10	School admissions	7:50
Performance-based	3:10	Special education	6:120
Controversial issues, teaching about	6:80	Temporary illness or incapacity	5:180
Copyright compliance	5:170,	Uniform grievance procedure	2:260
	6:235	Discipline, student, see Student discipline	
Corporal punishment	7:190	Discrimination prohibited,	
		Equal education opportunities	7:10

DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 4

Equal employment opportunity	5:10	Compensation	5:270
Individuals with disabilities	8:70	Drug and alcohol testing for school bus and commercial vehicle drivers	5:285
Instructional materials	6:220	Employment at-will	5:270
Military status	5:1	Evaluation	5:320
Misconduct by students with disabilities	7:230	Leaves	5:330
Public complaints	8:110	Non-certificated personnel	5:280
Sexual harassment, student	7:20	Nurses	5:30
Sexual harassment, personnel	5:20	Reduction in force	5:270, 5:290
Sexual orientation, student	7:20	Schedules and employment year	5:300
Uniform grievance procedure	2:260	Sick days, vacation, and holidays	5:330
Display and distribution of		Termination and suspensions	5:290
community flyers	8:25	Elections	2:30
commercial publications	8:25	Electronic networks	
Disposition of school property	4:80	Access to	6:235
District,		Electronic signaling devices	7:190
Governance	2:10	Emergency:	
Legal status	1:10	Board meeting	2:200
Organization, operations, and cooperative agreements		Drills	4:170
1:20		School closings	4:170
Property, disposition of	4:80	Employees, see General personnel, Professional personnel, or Educational Support personnel	
Records	2:250	Employment applications	5:30
Dress code	7:160	Engineering services, procurement of	2:170
Dropout students	6:110	Environmental Tobacco/ Pro-Child Act	7:190, 8:30
Drug- and alcohol-free workplace	5:50	Equal access	7:330
Drug and alcohol testing,		Equal educational opportunities	7:10
extracurricular	7:300	Equal employment opportunity and minority recruitment	5:10
Drug and alcohol testing, for school bus and commercial vehicle drivers	5:285	Ethics,	
-E-		Board	2:80, 2:80-E
E-mail	6:235	Personnel	5:120
Early dismissal, students	7:90	Evaluation of ESP	5:320
Economic Interests statement	5:120	Exchange students	7:50
Education foundations, gifts from	8:80	Exclusion of students	7:100
Education, homeless children	6:140, 7:60	Exemption from physical activity	7:260
Educational philosophy and objectives	6:10	Expenses,	
Educational support personnel,		Board	2:125
Athletic trainers	5:280		

**DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 6**

Governmental Ethics Act	2:110,	Imprest fund	4:50
		Improving America's Schools Act	7:190
5:120		Incurring debt	4:40
Grading and promotion	6:280	Individuals With Disabilities Education Act	
Grants	8:80	Misconduct by students with disabilities	7:230
Grievance procedure	2:260	School admissions	7:50
Grouping for instruction	6:200	Special Education	6:120
Guidance and counseling program	6:270,	Infectious materials	4:160
		Inoculations	7:100
7:250		Instruction	
Gun Free Schools Act	7:190	School Wellness	6:50
		Instructional arrangements	6:200
		Instructional materials	6:210, 7:15
		Instructional materials selection and adoption	6:220
HIV-positive	2:150, 5:40,	Insufficient fund checks	4:45
	7:100	Insurance,	
Harassment		Health	4:100
Personnel	5:20	Liability	4:100
Student	7:20	Management	4:100
Uniform grievance procedure	2:260	Property	4:100
Hazardous materials	4:160	Student	4:170, 7:300
Health education	6:60	Workers' compensation	4:100
Health examinations and exclusion of students	7:100	Internet (See Electronic Networks)	
Hiring process and criteria	5:30	Internet, safety	6:235
Holidays	5:200, 5:330,	Interviews	7:150
	6:20	Inventories	4:80
Commemorative	6:20	Investments	4:30
Religious	5:70, 7:80		
Home and hospital instruction	6:150		
Home-schooled students	7:40		
Homeless children	6:140, 7:60	Job descriptions	5:30
Homework	6:290	Jury duty	5:80
IDEA	7:230	Kindergarten	6:90
IGAP ISAT testing	6:340		
II: Goal Assessment Program	6:340		
Immigration investigation	5:30, 5:30 AP		
Immunizations	7:100	Land surveying services	2:170

DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 7

Lead Screening	7:100	Organization, district	1:20
Leasing and Renting	2:172	Organization of instruction	6:30
Learning assessment and school improvement plans	6:10	Organizational meetings, school board	2:210
Leaves of absence	5:180, 5:250,	Outside employment, personnel	5:120
	5:330	Overtime	5:240, 5:270,
Family and Medical Leave Act	5:185		5:290
School Visitation Leave Act	5:330		
Liability insurance	4:100	-P-	
Library resource center	6:230		
Limitations on accepting gifts	2:105	Parent organizations	8:90
Line and staff relations	3:30	Parental involvement	8:95
Loans	4:10	Part-time attendance by non-public school students	7:40
Lunch, student	4:120, 4:130	Payment procedures	4:50
		Performance-based contracts	3:10
-M-		Permission to reprint	5:170
Mailing lists for receiving board material	2:190	Permits, bus driver	5:280
Maintaining student discipline	5:230	Personnel records, maintenance, and access	5:150
Media center	6:230	Pesticides	4:160
Medication, administering of	7:270	Petitions to the board	2:230
Meeting procedures	2:200, 2:220	Philosophy, school district	1:30
Migrant Students	6:145	Physical examinations,	
Military service	5:10	Employee	5:30
Minority recruitment	5:10	Student	7:100
Minutes	2:220	Pledge of Allegiance	6:60
Misconduct by students with disabilities	7:230	Police interviews	7:150
Missing Children Act	7:50	Policy development	2:240
Multi-Culturalism	6:15, 6:15 E	Developing local policy	2:240-E2
		PRESS issue updates	2:240-E1
-N-		Political activities, personnel	5:120
		Posters, distribution of	8:25
New board member orientation	2:120	Powers and duties of the school board	2:20
No-pass, no-play	6:190, 7:300	PRESS issue updates	2:240-E1
Non-certified employees (see Educational support personnel)		President, board	
Non-public school students, including parochial and		Agenda	2:220
home-schooled students	7:40	Committee appointments, make	2:150
Nurses	5:30	Conviction record	5:30
		District records, requests for	2:250
-O-		Duties	2:110
		Election	2:110
Open Meetings Act	2:210, 2:220	Evaluation	5:200

DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 8

Meetings, preside	2:110, 2:220,		
	2:230	-Q-	
Minutes, sign	2:220		
New member orientation	2:120	Quality assurance, schools	6:15, 6:15 E
Recognize public at meetings	2:230	Quorum	2:220
School attorney	2:160		
Special meeting, call	2:200	-R-	
Successor administrator, call meeting	3:70		
Term	2:110	Random drug/alcohol testing,	
Travel expense voucher, approval of	2:120	Bus drivers	5:285
Principals	3:50, 3:60,	Records,	
	3:70	District	2:250
Privacy rights, Internet	6:235	Personnel	5:150
Privacy rights, student	7:130, 7:140,	Student	7:340
	7:150, 7:190	Recruiting	5:10, 5:30
	7:340	Reduction in force	5:200, 5:290
Pro-Child Act	7:190, 8:30	Re-Enrollment, drop-outs	6:300, 7:50
Procurement of architectural, engineering, and land		Rehabilitation Act of 1973, Section 504,	
surveying services	2:170	Equal educational opportunity	7:10
Professional personnel,		Equal employment opportunity	5:10
Certification (Teacher Qualifications)	5:190	Special education	6:120
Complaints	8:110	Relations with other organizations and agencies	8:100
Dismissal	5:200	Release during school hours	7:90
Employment, terms and conditions	5:200	Release time for religious	
Leave of absence	5:250	instruction/observance	7:80
Maintaining student discipline	5:230	Religion, release time for	
Negotiations	5:202	instruction/observance	7:80
Resignations and retirement	5:210	Religions, teaching about	6:70
Student teachers	5:260	Religious Freedom Restoration Act	5:10, 5:70
Substitute teachers	5:220	Religious holidays,	
Suspension	5:240	Personnel	5:70
Program for the gifted	6:130	Student	7:80
Programs developed by employees	5:170	Report card, school	6:340
Promotion	6:280, 6:300	Residence, student	7:60
Property, disposition of	4:80	Residency requirements, administrator	3:40, 3:50
Public complaints	8:110	Resignations	5:210
Public participation at board meetings	2:230	Resource conservation	4:70
Public relations	8:10	Revenue and investments	4:30
Publications	7:310	Risk management	4:170
Purchases	4:60	Rules of order	2:220

**DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 9**

		Selection	2:110
		Teacher resignation, receive notice	5:210
		Term	2:110
Safety,	4:170	Section 504 (See Rehabilitation Act)	
Community resource persons		Security	4:150
Internet	6:235	Sex education	6:60
Unsafe School Choice Option	4:170, 6:15	Sex equity	7:10
Safety patrol	4:170	Sex Offender Notification Law	4:170
Sale of school property	4:80	Sexual bias, elimination of	6:10, 6:210
School annual recognition	6:15	Sexual harassment	
School quality assurance	6:15	Personnel	5:20
School bus drivers	5:285	Student	7:20
School bus safety	7:220	Smoking	7:190, 8:30
School district legal status	1:10	Social promotion	6:280
School district philosophy	1:30	Solicitations by or from staff	5:140
School facilities, use of	8:20	Special education	6:120
School Reform Act of 1997		Student Social and Emotional Development	6:65
Expulsion and suspension	7:190	Spectator conduct and sportsmanship for athletic and	
No-pass, no-play	6:190, 7:300	extracurricular events	8:40
Nurses	5:30	Staff development program	5:100
Performance-based contracts	3:10, 3:40, 3:60	State Goals for Learning	6:15
RIF notices	5:270	Statement of Economic Interests	2:110, 5:120
Social promotion prohibited	6:280	Student,	
School report card	6:340	Activity funds	4:90
School-sponsored publications	7:310	Appearance	7:160
School uniforms	7:165	Assessment program	6:340
School year, calendar & day	2:20, 5:200, 6:20	Assignment	7:30
School Visitation Rights Act	5:250, 5:330	At-Risk	6:110
Schools, better accountability	6:340	Bus conduct	7:220
Search and seizure	7:140	Discipline, generally	7:190
Secretary, board		Discipline, maintaining	5:230
Board member's resignation, receive	2:70	Distribution of publications	7:310
Budget notice, publish	4:10	Dress code	7:160
Duties	2:110	Drop-outs	6:110
Employee interest statement, receive	5:120	Employment	7:70
Meeting notices	2:110, 2:200	Equal access	7:330
Minutes	2:220	Fund raising	7:325
Recording	2:110	Gifted, students	6:130
		Harassment prohibited	7:20
		Health and Dental Examinations,	7:100

**DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 10**

Immunizations, and Exclusion of Students		Survey	6:40,
Non-public school	7:40		Requesting
Publications	7:310	Personal Information	6:40 AP/E
Records	7:340	Suspension, professional personnel	5:240
Residence	7:60	Suspension, student	7:190, 7:200,
Rights and responsibilities	7:130		7:230
Student Social and Emotional Development	6:65		
-T-			
Testing	6:340		
Uniforms	7:165	Teacher aides	5:280
Use of buildings	7:330	Teachers, see Professional personnel	
Welfare services	7:250	Teaching about controversial issues	6:80
Student discipline,		Teaching about religions	6:70
Bus conduct	7:220	Teacher Qualifications (Certification)	5:190
Expulsion procedures	7:210	Temporary illness or incapacity	5:180
Extracurricular	7:240	Testing, student	6:340
General	7:190	Textbooks4:140, 6:210,	
Maintaining student discipline	5:230	6:220	
Police interviews	7:150	Title I Programs	6:170
Search and seizure	7:140	Advisory committee	2:150
Student with disabilities	7:230	Grievance procedure	2:260
Student appearance	7:160	Title VII of the Civil Rights Act	2:260
Student rights and responsibilities	7:130		5:10, 5:20
Suspension procedures	7:200	Title IX of the Education Amendments	2:260
Truancy	7:70		5:10, 5:20,
Truant's programs	6:110		7:10, 7:20
Vandalism	7:170	Tobacco-free schools	7:190, 8:30
Student strip search	7:140	Tobacco prohibition	8:30
Student teachers	5:260	Toxic substances	4:160
Students with disabilities,		Transfer of funds	4:10
Discipline	7:230	Transfers to and from non-district schools	7:50
Equal education opportunity	7:10	Transportation	4:110
Special education	6:120	Treasurer, board	
Substitute teachers	5:220	Duties	2:110
Succession of authority	3:70	Investment reports	4:30
Suicide	5:100, 6:60,	Pay bills	4:50
	7:290	Request minutes	2:220
Summer school	6:180	Selection	2:110
Superintendent	3:40	Term	2:110
		Truancy	6:110, 7:70

DARIEN PUBLIC SCHOOLS DISTRICT #61
POLICY MANUAL
INDEX - PAGE 11

Tuberculosis, screening requirements for students	7:50
Types of school board meetings	2:200

-U-

Uniforms	7:165
Uniform grievance procedure	2:260
Use of school facilities	8:20

-V-

Vacancies, school board	2:70
Vans, use of	4:110, 6:240
Vandalism	7:170
Video cameras, use of on school buses	7:220
Videos, student	6:210
Violence prevention	6:60
Visitation leave, school	5:250, 5:330
Visitors to the schools	8:30, 8:50
Volunteers, community	6:250
Voting, board	2:220

-W-

Waiver of student fees	4:140
Weapons	7:190
Workers compensation	4:100
Working cash fund bonds	4:40