

LEE COUNTY BOARD OF EDUCATION

TABLE OF CONTENTS

	POLICY NUMBER
CHAPTER 1.00: PHILOSOPHY	
System Philosophy, Vision and Mission	1.10
System Legal Status.....	1.12
CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION	
Scope of the School System	2.10
Qualifications of Board Members	2.11
Board Member Orientation, Training and Evaluation	2.12
Terms of Board Members	2.13
Board Responsibilities, Authority and Ethics	2.20
Organization and Officers of the Board	2.21
Board Meetings.....	2.22
School Board Policy.....	2.23
Board Member Compensation	2.24
School Improvement and Education Accountability.....	2.25
Special Committees of the School Board.....	2.26
Legal Counsel – Board.....	2.30
Board and Superintendent Relations.....	2.31
CHAPTER 3.00: SCHOOL ADMINISTRATION	
Administrative Organization	3.10
Calendar, Length of School Day and School Year	3.12
Superintendent Selection	3.13
Qualifications of the Superintendent.....	3.20
Contract of the Superintendent.....	3.21
Duties of the Superintendent	3.22
Opening and Closing of Schools.....	3.24
Care of Students Before and After School	3.24.1
Emergencies.....	3.25
Responsibilities of Principals.....	3.30
Safe and Secure Schools	3.40
Prohibition of Harassment	3.43
Equal Opportunity.....	3.44
Tobacco Use in System Facilities.....	3.45
Public Information	3.50
Copying of Public Records.....	3.51
School Ceremonies and Observances.....	3.61
School Volunteers	3.70
Communicable Diseases	3.80

TABLE OF CONTENTS (Continued)

CHAPTER 4.00: CURRICULUM AND INSTRUCTION

The Curriculum.....	4.10
Special Education	4.11
At-Risk and Alternative Education Programs.....	4.12
Homework	4.13
Summer Programs	4.14
Student Fees, Fines and Charges	4.16
Dual Enrollment	4.17
Study/Work Release Programs	4.18
Classroom Instructional Support Funds.....	4.20
Instructional Materials and Textbook Management	4.21
Library Media Centers.....	4.22
Library Enhancement Materials Selection	4.23
Challenged Materials	4.30
Controversial Issues	4.31
Animals on School Premises	4.33
Public Appearance of School Groups.....	4.42
Field Trips.....	4.43
School Functions	4.44
Student Clubs and Organizations.....	4.50
Student Publications	4.51
Assessment Program and Test Results	4.60
Test Security.....	4.61
Report Cards and Grading Scale.....	4.71
Transfers from Non-Accredited or Home Schools	4.80
Career Technical Cooperative Education.....	4.81
Safety in Career Technical Classes	4.82
Career Technical Program Equipment Maintenance, Repair, Replacement and Disposal	4.83
Live Work in Career Technical programs	4.84
Placement and Follow-Up of Career Technical Graduates	4.85
Federal Programs	4.87
Homebound Instruction.....	4.89
Reproduction of Copyrighted Materials	4.90
Program for Limited English Proficient Students.....	4.93
Virtual Pathway Program.....	4.94

CHAPTER 5.00: STUDENTS

Admittance/Enrollment Requirements.....	5.10
Kindergarten Admission.....	5.11
First Grade Admission	5.12
Student Rights and Responsibilities	5.17
Graduation Requirements	5.20

TABLE OF CONTENTS (Continued)

Participation in Graduation Ceremonies	5.21
Class Rankings and Weighted Credit.....	5.22
Honor Graduates.....	5.23
Student Promotion and Retention.....	5.26
Supervision of Low Risk Juvenile Sex Offenders	5.27
Jamari Terrell Williams Student Bullying Prevention Act	5.28
Due Process.....	5.29
Student Conduct and Supervision.....	5.30
Corporal Punishment	5.30.1
Physical Restraint and Seclusion	5.30.2
Interrogations and Searches	5.31
Use of Video Surveillance Equipment	5.31.1
Use of Metal Detectors	5.31.2
Unannounced Visits by Law Enforcement	5.31.3
Use of Canine Enforcement	5.31.4
Deadly Weapons	5.32
Expulsion	5.33
Student Grievances	5.33.1
Student Check-out	5.34
Attendance and Absences.....	5.40
Compulsory School Attendance Age.....	5.41
Revocation of Driver's License or Learner's Permit.....	5.42
Truancy	5.43
Alcohol, Illegal Drugs at System Activities	5.45
Student Injury	5.60
Administration of Medication.....	5.62
Eye Protection Devices.....	5.64
Automated External Defibrillator (AED) Use.....	5.68
Student Records.....	5.70
Parental Notification.....	5.72
Parent Involvement	5.73
Co-Curricular and Extracurricular Activities.....	5.80
Athletics	5.81
Acceptable Use of Technology Resources	5.90
Cell Phone Use	5.91
Jason Flatt Act	5.92

CHAPTER 6.00: HUMAN RESOURCES

Equal Opportunity for Employment.....	6.10
Employment Status.....	6.11
Posting Vacant Positions and Recruitment	6.12
Job Descriptions	6.13
Conflicts of Interest.....	6.14
Gifts.....	6.14.1
Use of System-Owned Equipment and Materials	6.14.2

TABLE OF CONTENTS (Continued)

Tutoring for Pay by Certified Personnel.....	6.14.3
Nepotism.....	6.15
Employment Requirements	6.16
Medical Examinations.....	6.16.1
Use of Federal Funds for Teachers to Become Highly Qualified.....	6.17
Extra Duties and Staff Meetings.....	6.18
Substitute Teachers	6.20
Non-Probationary Status/Tenure	6.21
Violation of Law	6.30
Possession of Deadly Weapons	6.30.1
Political Activities	6.32
Professional Organizations	6.33
Employee Problem Resolution/Grievances	6.41
Dual Employment.....	6.43
Salary Supplements.....	6.45
Suspension, Termination, Separation	6.50
Performance Assessment	6.60
Health Insurance Portability and Privacy	6.62
Notification of Absence.....	6.70
Annual Leave of Absence	6.70.1
Vacation Leave	6.70.2
Family and Medical Leave	6.70.3
Military Family and Medical Leave	6.70.3.1
On-the-Job Injury	6.70.4
Legal Service - Jury Duty Leave	6.70.5
Military Leave.....	6.70.6
Personal Leave	6.70.7
Professional Leave and Leave for Training	6.70.8
Sick or Bereavement Leave.....	6.70.9
Intermittent Leave	6.70.10
Maternity Leave	6.70.11
Administrative Leave Policy	6.70.12
Sick Leave Bank	6.71
Drug-Free Workplace.....	6.72
Drug and Alcohol Testing	6.80
Personnel Records	6.82
Employee Salary Schedules.....	6.83
Employee Salary Deductions.....	6.85
Overtime – Non-Supervisory Personnel	6.87
Transfers	6.90
Reduction in Force – Certified Employees	6.91
Reduction in Force – Non-certified Staff.....	6.91.1
Retirement	6.92
Resignation	6.93

TABLE OF CONTENTS (Continued)

CHAPTER 7.00: BUSINESS SERVICES

Fiscal Year	7.10
Budget Development.....	7.11
Accounting and Reporting	7.12
Reconciliations	7.13
Chief School Financial Officer	7.14
Depository of Funds.....	7.15
Authorized Signatures.....	7.16
Line Item Transfer Authority.....	7.17
Fees/Tuition	7.21
School Stores.....	7.22
Payroll Procedures	7.23
Travel Expense Reimbursement	7.24
Payroll Direct Deposit	7.25
Governmental Funds.....	7.28
Food Service Funds	7.31
Investment of Funds	7.32
Reserve Funds	7.33
Local Tax Revenue.....	7.34
Food Service Charged Meals.....	7.35
Bonded Personnel.....	7.40
Indebtedness.....	7.41
Insufficient Funds and Worthless Checks	7.42
Purchasing	7.60
Bidding	7.61
Property Sale, Transfer, Disposal.....	7.62
Lost or Stolen Property	7.63
Property Management.....	7.64
Purchase Orders.....	7.65
Acquisition, Use and Exchange of School Property	7.67
Vendor Relations.....	7.69
Risk Management Insurance.....	7.70
Financial Operations of School-Related Organizations.....	7.80
Local School Accounting	7.81
Borrowing Authority	7.91
Prizes and Awards	7.92
Authority to Expend Funds	7.93

CHAPTER 8.00: AUXILIARY SERVICES

Safety	8.10
Inspections	8.14
Emergency Drills	8.15

TABLE OF CONTENTS (Continued)

Sanitation	8.20
Vehicle Inspections	8.30
Special Use of School Buses	8.31
Child Nutrition Program.....	8.40
Meal Patterns.....	8.41
Uncollected Charged Meals	8.42
Facilities	8.50
Supervision of Construction.....	8.51
Improvements to School Plants and Grounds	8.53
Technology and Telecommunication Plan and Electronic Communication Use.....	8.60
Remote Access to System Technology.....	8.61
Wellness.....	8.62
Information Management System	8.70
Records Retention and Disposal	8.80

CHAPTER 9.00: SCHOOL-COMMUNITY RELATIONS

Public Information/Relations	9.20
Use of Facilities	9.30
Advertising in Schools	9.40
Distribution of Literature and Materials to Students	9.50
Visitors	9.60
Relations with Governmental Authorities	9.70
Public Gifts to Schools.....	9.80
Relations with Education Research and Service Centers	9.91

APPENDIX A -- INDEX