

## ADMINISTRATIVE DIRECTIVES INDEX IN ALPHABETICAL ORDER

<b>AD #</b>	<b>Related Board Policy</b>	<b>Description</b>
FM11	2.809	Access to Campuses for School Supply Companies
STU11	6.416	Accident/Incident Reduction Plan for Playground & School Safety
STU12	5.301	Accidents/Injuries to Employees on School Property and Attachment
BO08	2.404	Activity Funds
STU31	4.300, 4.302, 6.702	After-School Clubs/Activities
STU25	3.700	Appliances in Classrooms
STU07	6.205	Assignment and Enrollment of Out-of-County and Out-of-City Students and Attachments A-B
STU13	6.405	Asthma Plan
STU29	6.200	Attendance (and Attachments)
STU42	-----	Banning Person From Premises
STU16A	6.403	Bed Bugs Protocol and Attachment
STU17	6.501	Behavioral Emotional Social Teaching Program-Guidelines for Placement
FM02	2.200, 4.400	Budget Amendments and Allocations
STU41	6.304	Bullying
SS04	6.308	Bus Conduct Rules
STU24	6.312	Cell Phones
STU15	6.409	Child Abuse and/or Neglect
SS10	3.203	Crisis Management Guidelines
STU06	6.205, 6.203	Discovery School Admissions Process
STU30	1.800, 1.8011	Dismissal Half Days
PER11	1.804, 5.402, 5.403	Drug and Alcohol Testing for CDL Personnel
PER15	5.602	EA's 200-Day Calendar
FM08	2.802	Early Paychecks for Employees
STU37	6.600	Educational Records As Evidence Act-Subpoenas
SS07	1.805	Email Accounts & Individual Users' Data
STU14	6.412	Emergency Allergy Response Plan
STU10	6.100, 6.412	Emergency Care of Student Sudden Illness and Injury
STU47	N/A	Emergency Closings
BO04	3.202	Emergency Situation & Emergency Number Reporting

PER01	5.104, 5.1101, 5.302, 5.303, 5.304, 5.305, 5.600, 6.200	Employee Absence Guidelines
PER09	5.501	Employee Complaint Procedure
PER03	5.200, 5.201	Employee Warning/Suspension/Dismissal/Non-Renewals/Resignations
FM01	2.8001	Energy Management and Conservation
STU35	6.203, 6.205	Enrollment by Power of Attorney and Attachments A-B
IS05	4.207, 4.600	ESL Grading Policy
SS01	1.8012, 2.802	ESP Instructional Allocation
BO06	3.206	Facilities Use and Attachment A and B
STU21	6.600	FERPA-Protected Information
PER21	-----	FFCRA Leave
IS02	4.302	Field Trip Guidelines and Attachments A-E
FM04	2.100	Fraud Reporting
FM16	6.702	Fundraising (On-line) by Staff and Attachment
PER24	N/A	Guidelines for Use of a District Owned Vehicle
IS07	4.600	Grading System
FM05	2.100	Grant Application Approval and Approval Form
STU38	6.602	Hearing Procedures for Challenges to Student Records
PER18	5.310	Holidays
STU03	4.207	Home Language Survey
IS08	4.201	Homework Guidelines
PER20	1.8011	Inclement Weather Days-Professional and Classified
STU19	6.500	Independent Education Evaluation (IEE) Guidelines
PER14	5.113	In-Service Credit Licensed Personnel
FM03	3.100	Insurance on Building and Content
PER12	5.1101, 5.701	Interim Position Benefits
PER28	5.701, 5.304, 5.700	Interim Teachers
STU22	4.406	Internet Access by Regular Students & Extended Time Students and Attachment
STU20	4.301	Interscholastic Sports
PER27	5.106	Issuance of a Permit License
PER04	5.1061	Job Sharing in Professional Staff Positions
PER13	5.106	District-wide Job Vacancies and Requirements of Discovery Teachers
STU43	-----	Late Pick Up

STU16	6.4031	Lice (Pediculosis)
PER26	5.109	Local Level Grievance Procedures
BO11	5.108	Maintenance Personal Protective Equipment (PPE) and Signature Page
BO03	3.200	Maintenance Request Procedure
STU32	2.4001	Meal Charge Administrative Procedure
PER07	5.1101, 5.119	Medical Insurance Incentive
FM10	3.300	Moving Materials/Books to Different School or Assignment
BO07	3.200	Mowing and Weed Eating on Campus
IS03	4.302	Non-Sponsored School Trips and Attachment
BO10	3.201	Open Flames in Buildings
SS02	5.602	Overtime and Compensation for Maintenance Personnel
STU45	3.206, 1.501	Outside Services
STU44	N/A	Parent Complaints
IS01	1.800, 4.502	Parent/Teacher Conferences
PER10	5.104, 5.109	Part-time Personnel Wages, Hours, Benefits
FM12	2.802	Payroll Deductions
FM18	2.100	Payroll Procedures
STU33	5.802	Pre-K Tuition Payment
STU05	6.201	Pre-K, K-6 Admission & Enrollment
STU04	4.207	Preschool ELL Services
BO16	-----	Preventative Safety Procedures
BO15	-----	Procedures for Demonstrating Title I Comparability Compliance
STU08	6.203	Proof of Address
FM17	1.601	Purchasing: Federal Funds, Reimbursements, Inventory, and Equipment
FM09	1.601, 2.804, 2.808	Purchasing: General Purpose Funds, Reimbursements, Inventory, and Equipment
STU40	4.400, 4.4001	Reconsideration of Instructional Materials
STU46	6.400	Recess in Extreme Conditions
STU36	6.408	Report of Isolation-Restraint and Form
BO09	4.503	Research Within Schools
BO05	3.201	Safety, Fire, Disaster, and Weather Drills and Procedures and Attachment
SS06	3.500, 5.108	School Nutrition Operations
STU02	4.4001	Selection of Videos, Plays, TV Programs and/or Books (Classroom or ESP)
PER19	4.406, 5.6101	Social Media Use

STU39	6.313	Special Education Behavioral Support
STU18	6.500	Special Education Compensatory Services
IS06	4.600	SPED Grading Guidelines
STU26	6.200	Student Attendance
STU27	6.600	Student Records
SS09	6.203	Students in Foster Care
PER02	5.701	Substitute Teachers
PER25	-----	Summer Flex Day Guidelines for Certified Staff and Education Assistants (EA's)
FM06	2.403	Surplus Property and Attachment
PER08	2.803	Tax Sheltered Annuity Plan 403(b)
IS04	4.700, 4.701	TCAP
STU48	6.306, 6.312, 6.3131, 6.3132, 6.4081	Teacher Discipline Act
FM07	3.200	Technology Maintenance
PER22	N/A	Telework
SS11	N/A	Therapy Animals
BO13	1.803	Tobacco-Free Schools
PER16	5.115	Transfer of Licensed & Classified Personnel
IS09	4.207	Translation and Interpretation Services
SS05	5.108	Transportation Employees
SS03	3.400, 3.401	Transportation/Bus Riders
FM13	2.804	Travel Expenses and Reimbursements and Attachments A-D
PER05	5.600, 5.801, 6.304	Verbal and Physical Assaults on Employees
BO14	1.501	Visitors
IS10	5.104	Voice Assistants
BO02	4.501	Volunteer Approval Procedure and Application
STU01	1.8011	Weather-Related Delay of School Opening & School Closings
SS08	6.400	Wellness
PER17	5.602, 5.603	Work Day Schedule of Teachers and Educational Assistants
STU28	5.802	Year-End Checklist
STU09	6.203	Zone Waiver Procedure and Attachment
STU34	6.205	Zone Waivers Revocation

**BO**      **Board Operations**  
**IS**      **Instructional Services**  
**SS**      **Student Services**  
**FM**      **Fiscal Management**  
**PER**    **Personnel**  
**STU**    **Students**

updated 2/21/23