ADMINISTRATIVE DIRECTIVES INDEX IN NUMERICAL ORDER

AD#	Related Board Policy	Description
BO02	4.501	Volunteer Approval Procedure and Application
BO03	3.200	Maintenance Request Procedure
BO04	3.202	Emergency Situation & Emergency Number Reporting
BO05	3.201	Safety, Fire, Disaster, and Weather Drills and Procedures and Attachment
BO06	3.206	Facilities Use and Attachment A and B
BO07	3.200	Mowing and Weed Eating on Campus
BO08	2.404	Activity Funds
BO09	4.503	Research Within Schools
BO10	3.201	Open Flames in Buildings
BO11	5.108	Maintenance Personal Protective Equipment (PPE) and Signature Page
BO13	1.803	Tobacco-Free Schools
BO14	1.501	Visitors
BO15		Procedures for Demonstrating Title I Comparability Compliance
BO16		Preventative Safety Procedures
FM01	2.8001	Energy Management and Conservation
FM02	2.200, 4.400	Budget Amendments and Allocations
FM03	3.100	Insurance on Building and Content
FM04	2.100	Fraud Reporting
FM05	2.100	Grant Application Approval and Approval Form
FM06	2.403	Surplus Property and Attachment
FM07	3.200	Technology Maintenance
FM08	2.802	Early Paychecks for Employees
FM09	1.601, 2.804, 2.808	Purchasing: General Purpose Funds, Reimbursements, Inventory, and Equipment
FM10	3.300	Moving Materials/Books to Different School or Assignment
FM11	2.809	Access to Campuses for School Supply Companies
FM12	2.802	Payroll Deductions
FM13	2.804	Travel Expenses and Reimbursements and Attachments A-D
FM16	6.702	Fundraising (On-line) by Staff and Attachment
FM17	1.601	Purchasing: Federal Funds, Reimbursements, Inventory, and Equipment
FM18	2.100	Payroll Procedures

IS01	1.800, 4.502	Parent/Teacher Conferences
IS02	4.302	Field Trip Guidelines and Attachments A-E
IS03	4.302	Non-Sponsored School Trips and Attachment
IS04	4.700, 4.701	TCAP
IS05	4.207, 4.600	ESL Grading Policy
IS06	4.600	SPED Grading Guidelines
IS07	4.600	Grading System
IS08	4.201	Homework Guidelines
IS09	4.207	Translation and Interpretation Services
IS10	5.104	Voice Assistants
PER01	5.104, 5.1101, 5.302, 5.303, 5.304, 5.305, 5.600, 6.200	Employee Absence Guidelines
PER02	5.701	Substitute Teachers
PER03	5.200, 5.201	Employee Warning/Suspension/Dismissal/Non-Renewals/Resignations
PER04	5.1061	Job Sharing in Professional Staff Positions
PER05	5.600, 5.801, 6.304	Verbal and Physical Assaults on Employees
PER07	5.1101, 5.119	Medical Insurance Incentive
PER08	2.803	Tax Sheltered Annuity Plan 403(b)
PER09	5.501	Employee Complaint Procedure
PER10	5.104, 5.109	Part-time Personnel Wages, Hours, Benefits
PER11	1.804, 5.402, 5.403	Drug and Alcohol Testing for CDL Personnel
PER12	5.1101, 5.701	Interim Position Benefits
PER13	5.106	District-wide Job Vacancies and Requirements of Discovery Teachers
PER14	5.113	In-Service Credit Licensed Personnel
PER15	5.602	EA's 200-Day Calendar
PER16	5.115	Transfer of Licensed & Classified Personnel
PER17	5.602, 5.603	Work Day Schedule of Teachers and Educational Assistants
PER18	5.310	Holidays
PER19	4.406, 5.6101	Social Media Use
PER20	1.8011	Inclement Weather Days-Professional and Classified
PER21		FFCRA Leave
PER22		Telework
PER23	2.802, 5.110	Overtime/Compensatory Guidelines

PER24		Guidelines for Use of a District Owned Vehicle
PER25		Summer Flex Day Guidelines for Certified Staff and Education Assistants (EA's)
PER26	5.109	Local Level Grievance Procedures
PER27	5.106	Issuance of a Permit License
PER28	5.700, 5.701, 5.304	Interim Teachers
SS01	1.8012, 2.802	ESP Instructional Allocation
SS02	5.602	Overtime and Compensation for Maintenance Personnel
SS03	3.400, 3.401	Transportation/Bus Riders
SS04	6.308	Bus Conduct Rules
SS05	5.108	Transportation Employees
SS06	3.500, 5.108	School Nutrition Operations
SS07	1.805	Email Accounts & Individual Users' Data
SS08	6.400	Wellness
SS09	6.203	Students in Foster Care
SS10	3.203	Crisis Management Guidelines
SS11	N/A	Therapy Animals
STU01	1.8011	Weather-Related Delay of School Opening & School Closings
STU02	4.4001	Selection of Videos, Plays, TV Programs and/or Books (Classroom or ESP)
STU03	4.207	Home Language Survey
STU04	4.207	Preschool ELL Services
STU05	6.201	Pre-K, K-6 Admission & Enrollment
STU06	6.205, 6.203	Discovery School Admissions Process
STU07	6.205	Assignment and Enrollment of Out-of-County and Out-of-City Students and Attachments A-B
STU08	6.203	Proof of Address
STU09	6.203	Zone Waiver Procedure and Attachment
STU10	6.100, 6.412	Emergency Care of Student Sudden Illness and Injury
STU11	6.416	Accident/Incident Reduction Plan for Playground & School Safety
STU12	5.301	Accidents/Injuries to Employees on School Property and Attachment
STU13	6.405	Asthma Plan
STU14	6.412	Emergency Allergy Response Plan
STU15	6.409	Child Abuse and/or Neglect
STU16	6.4031	Lice (Pediculosis)
STU16A	6.403	Bed Bugs Protocol and Attachment

STU18 6.500 Special Education Compensatory Services STU19 6.500 Independent Education Evaluation (IEE) Guidelines STU20 4.301 Interscholastic Sports STU21 6.600 FERPA-Protected Information STU22 4.406 Internet Access by Regular Students & Extended Time Students and Attachment STU24 6.312 Cell Phones STU25 3.700 Appliances in Classrooms STU26 6.200 Student Attendance STU27 6.600 Student Records STU28 5.802 Year-End Checklist STU29 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint a	STU17	6.501	Behavioral Emotional Social Teaching Program-Guidelines for Placement
STU20 4.301 Interscholastic Sports STU21 6.600 FERPA-Protected Information STU22 4.406 Internet Access by Regular Students & Extended Time Students and Attachment STU24 6.312 Cell Phones STU25 3.700 Appliances in Classrooms STU26 6.200 Student Attendance STU27 6.600 Student Records STU28 5.802 Year-End Checklist STU29 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU33 6.203 6.205 Zone Waivers Revocation STU34 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Rec	STU18	6.500	Special Education Compensatory Services
STU21 6.600 FERPA-Protected Information STU22 4.406 Internet Access by Regular Students & Extended Time Students and Attachment STU24 6.312 Cell Phones STU25 3.700 Appliances in Classrooms STU26 6.200 Student Attendance STU27 6.600 Student Records STU28 5.802 Year-End Checklist STU30 1.800, 1.8011 Dismissal Half Days STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration	STU19	6.500	Independent Education Evaluation (IEE) Guidelines
STU22 4.406 Internet Access by Regular Students & Extended Time Students and Attachment STU24 6.312 Cell Phones STU25 3.700 Appliances in Classrooms STU26 6.200 Student Attendance STU27 6.600 Student Records STU28 5.802 Year-End Checklist STU29 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU35 6.203, 6.205 Enrollment by Fower of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU40 <t< td=""><td>STU20</td><td>4.301</td><td>Interscholastic Sports</td></t<>	STU20	4.301	Interscholastic Sports
STU24 6.312 Cell Phones STU25 3.700 Appliances in Classrooms STU26 6.200 Student Attendance STU27 6.600 Student Records STU28 5.802 Year-End Checklist STU29 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU33 5.802 Pre-K Tuition Payment STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.205 Zone Waivers Revocation STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 Banning Person From Premises STU42 Banning Person From Premises STU45	STU21	6.600	FERPA-Protected Information
STU25 3.700 Appliances in Classrooms STU26 6.200 Student Attendance STU27 6.600 Student Records STU28 5.802 Year-End Checklist STU29 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU45 3.206, 1.501 Outside Services	STU22	4.406	Internet Access by Regular Students & Extended Time Students and Attachment
STU26 6.200 Student Attendance STU27 6.600 Student Records STU28 5.802 Year-End Checklist STU29 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.205 Zone Waivers Revocation STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 —— Banning Person From Premises STU44 —— Late Pick Up STU45	STU24	6.312	Cell Phones
STU27 6.600 Student Records STU28 5.802 Year-End Checklist STU29 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints <td>STU25</td> <td>3.700</td> <td>Appliances in Classrooms</td>	STU25	3.700	Appliances in Classrooms
STU28 5.802 Year-End Checklist STU39 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions	STU26	6.200	Student Attendance
STU29 6.200 Attendance (and attachments) STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU44 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 E	STU27	6.600	Student Records
STU30 1.800, 1.8011 Dismissal Half Days STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU28	5.802	Year-End Checklist
STU31 4.300, 4.302, 6.702 After-School Clubs/Activities STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU29	6.200	Attendance (and attachments)
STU32 2.4001 Meal Charge Administrative Procedure STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU30	1.800, 1.8011	Dismissal Half Days
STU33 5.802 Pre-K Tuition Payment STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU31	4.300, 4.302, 6.702	After-School Clubs/Activities
STU34 6.205 Zone Waivers Revocation STU35 6.203, 6.205 Enrollment by Power of Attorney and Attachments A-B STU36 6.408 Report of Isolation-Restraint and Form STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU32	2.4001	Meal Charge Administrative Procedure
STU356.203, 6.205Enrollment by Power of Attorney and Attachments A-BSTU366.408Report of Isolation-Restraint and FormSTU376.600Educational Records As Evidence Act-SubpoenasSTU386.602Hearing Procedures for Challenges to Student RecordsSTU396.313Special Education Behavioral SupportSTU404.400, 4.4001Reconsideration of Instructional MaterialsSTU416.304BullyingSTU42Banning Person From PremisesSTU43Late Pick UpSTU44Parent ComplaintsSTU453.206, 1.501Outside ServicesSTU466.400Recess in Extreme ConditionsSTU47Emergency Closings	STU33	5.802	•
STU366.408Report of Isolation-Restraint and FormSTU376.600Educational Records As Evidence Act-SubpoenasSTU386.602Hearing Procedures for Challenges to Student RecordsSTU396.313Special Education Behavioral SupportSTU404.400, 4.4001Reconsideration of Instructional MaterialsSTU416.304BullyingSTU42Banning Person From PremisesSTU43Late Pick UpSTU44Parent ComplaintsSTU453.206, 1.501Outside ServicesSTU466.400Recess in Extreme ConditionsSTU47Emergency Closings	STU34	6.205	Zone Waivers Revocation
STU37 6.600 Educational Records As Evidence Act-Subpoenas STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU35	6.203, 6.205	Enrollment by Power of Attorney and Attachments A-B
STU38 6.602 Hearing Procedures for Challenges to Student Records STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU36	6.408	Report of Isolation-Restraint and Form
STU39 6.313 Special Education Behavioral Support STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU37	6.600	Educational Records As Evidence Act-Subpoenas
STU40 4.400, 4.4001 Reconsideration of Instructional Materials STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU38	6.602	Hearing Procedures for Challenges to Student Records
STU41 6.304 Bullying STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU39	6.313	
STU42 Banning Person From Premises STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings	STU40		
STU43 Late Pick Up STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings		6.304	, ,
STU44 Parent Complaints STU45 3.206, 1.501 Outside Services STU46 6.400 Recess in Extreme Conditions STU47 Emergency Closings			Č
STU453.206, 1.501Outside ServicesSTU466.400Recess in Extreme ConditionsSTU47Emergency Closings			<u>.</u>
STU466.400Recess in Extreme ConditionsSTU47Emergency Closings	STU44		Parent Complaints
STU47 Emergency Closings	STU45	3.206, 1.501	Outside Services
		6.400	Recess in Extreme Conditions
STU48 6.306, 6.312, 6.3131, 6.3132, 6.4081 Teacher Discipline Act	STU47		Emergency Closings
	STU48	6.306, 6.312, 6.3131, 6.3132, 6.4081	Teacher Discipline Act

IS Instructional Services
SS Student Services

FM Fiscal Management

PER Personnel STU Students

updated 2/21/23