

SCHOOL DISTRICT ORGANIZATION AND OPERATION

SECTION A

Number	Title	Date Approved
A.1	Organization – Board of Education	
A.2	Orientation of New Board Members	
A.3	Compensation of Board Members	
A.4	Public Announcement of Board Meetings	
A.5	School Board Meetings and Procedures	
A.6	School Board Effectiveness	
A.7	Policy Development and Adoption	
A.8	Official Records	
A.9	Local School Improvement Councils	
A.10	Emergency School Closings	
A.11	School Calendar	

FISCAL, BUSINESS AND FACILITY ADMINISTRATION

SECTION B.1 ADMINISTRATION

Number	Title	Date Approved
B.1.1	Administrative Rules	April 8, 2003
B.1.2	Administration in Policy Absence	May 15, 2014
B.1.3	Placement of Student Teachers	July 20, 2004

FISCAL, BUSINESS AND FACILITY ADMINISTRATION

SECTION B.2 BUSINESS

Number	Title	Date Approved
B.2.1	Authorized Signatures	May 13, 2003
B.2.2	Pay Day Schedules	June 12, 2012

FISCAL, BUSINESS AND FACILITY ADMINISTRATION

SECTION B.3 FISCAL

Number	Title	Date Approved
B.3.1	Bonded Employees	May 13, 2003
B.3.2	Accounting System	May 13, 2003
B.3.3	Purchasing Card Policy and Procedures	December 28, 2010
B.3.4	Purchase Orders	October 9, 2012
B.3.5	School Financial Management	October 9, 2012
B.3.6	Purchase and Use of Pesticides, Herbicides and Other Chemicals on School Property	November 12, 2013
B.3.7	School Support Organizations	May 14, 2013

FISCAL, BUSINESS AND FACILITY ADMINISTRATION

SECTION B.4 SAFETY AND SECURITY

Number	Title	Date Approved
B.4.1	Safety Inspections	May 23, 2017
B.4.2	Fire Prevention	April 14, 2015
B.4.3	Bomb Threat	REPEALED 10-08-13
B.4.4	Closed Campus Policy	November 12, 2013
B.4.5.	Safety Policy	July 14, 2015
B.4.5.A	Safety Committee	April 17, 2012
B.4.6.	Accident Reporting Policy	July 14, 2015
B.4.6.A	Student and Visitor Accident Reporting Policy	July 14, 2015
B.4.7	Workers' Compensation Benefits Policy	September 13, 2011
B.4.8 <i>Cf: C.1.25</i>	Return to Work Policy	April 17, 2012
B.4.9	Personal Protective Equipment Policy	June 14, 2011
B.4.9A	Slip-Resistant Footwear Policy	January 9, 2018
B.4.10	Slip, Trip and Fall Prevention Guide	March 22, 2011
B.4.11	Injury Free Program	June 14, 2011
B.4.12	Safety and Health Physical Capacity Testing	November 13, 2012

FISCAL, BUSINESS AND FACILITY ADMINISTRATION

SECTION B.5 TRANSPORTATION

Number	Title	Date Approved
B.5.1	Management	February 26, 2019
B.5.2	Students, Discipline and Video Cameras	July 24, 2018
B.5.3	Trip Policy	November 14, 2017
B.5.4	Employment	November 12, 2013
B.5.5	Mid-day Assignments	November 12, 2002
B.5.6	Weather and School Closings	November 12, 2013
B.5.7	Vehicle Use Policy	July 14, 2009

FISCAL, BUSINESS AND FACILITY ADMINISTRATION

SECTION B.6 FOOD SERVICES

Number	Title	Date Approved
B.6.1	School Food Service Management	April 22, 2014
B.6.2	Free and Reduced Price Lunch Regulations	January 14, 2014
B.6.3	Collection Policy	August 22, 2017
B.6.4	Records & Reports – Food Service	May 13, 2003
B.6.5	Food Service Regulations (Miscellaneous)	April 22, 2014
B.6.6	Sale or Service of Non-Nutritious and Nutritious Foods	January 14, 2014
B.6.7	Offer vs Serve	April 22, 2014
B.6.8	Share Tables	May 14, 2019

PERSONNEL

SECTION C.1 EMPLOYEES

Number	Title	Date Approved
C.1.1	Hiring	April 17, 2012
C.1.2	Staff-Student Relations	May 23, 2017
C.1.3 Cf: D.3.18	Racial, Religious/Ethnic Harassment, Discrimination and Violence	October 25, 2016
C.1.3A Cf: D.3.19	Sexual Harassment and Discrimination Title IX Grievance Process	September 22, 2020
C.1.3B Cf: D.3.20	Bully, Harassment and Intimidation	January 9, 2018
C.1.4 Cf: D.3.15	Anti-Hazing Policy	January 9, 2018
C.1.5	Drug-Free Workplace and Drug Testing	October 9, 2012
C.1.5A Cf: D.3.13	Tobacco Control Policy	January 9, 2018
C.1.5B	Employee Assistance program for Substance Abuse and Self- Referral	August 13, 2013
C.1.6	Alcohol and Controlled Substance Testing	November 12, 2002
C.1.7	Employee Dress and Appearance	November 12, 2002
C.1.8	Non-School Employment	November 12, 2002
C.1.9	Employee Grievance Procedure	July 24, 2007
C.1.10	Coaches' Conduct	August 13, 2013
C.1.11	Political Activities	November 12, 2002
C.1.12	Solicitations by Staff Members	November 12, 2002
C.1.13	Procedures for Handling Protests at Schools	November 12, 2002
C.1.14	Vacancies, Assignment, and Transfer of Personnel	January 10, 2017
C.1.15	Comparability of Services	November 12, 2002
C.1.16	Health Examinations	May 26, 2015
C.1.17	Access to Personnel Records	November 12, 2002
C.1.18	Payroll Plan and Deductions	November 12, 2002
C.1.19	Personal Leaves and Absences without Pay	June 14, 2016
C.1.20	Personal Leaves for Illness and Other Causes	June 14, 2016
C.1.21	Conference Attendance	November 12, 2002
C.1.22	Arrangement for Substitutes	July 22, 2014

C. PERSONNEL

Section C.1 – All Employees

Number	Title	Date Approved
C.1.23	Vacation and Paid Holidays	August 13, 2013
C.1.24	Travel Policy	January 8, 2019
C.1.25 Cf: B.4.8	Return to Work Policy	April 17, 2012
C.1.26	Working Conditions/Overtime Regulations	January 7, 2007
C.1.26A Cf: B.4.4 Cf: C.1.26	Employee Identification Badges	May 14, 2013
C.1.27	Sick Leave Bank	November 15, 2016
C.1.28	Leave Donation	November 15, 2016
C.1.29 Cf: D.3.21	Use of Cell Phones and Electronic Signaling Devices in Schools	May 28, 2019
C.1.30	Electronic Communications between Employees and Students	October 8, 2013
C.1.31	Substitute Teachers in Areas of Critical Need and Shortage	September 22, 2020
C.1.32	Measurement Periods for Determining Full-Time Employee Status Under the Affordable Care Act	June 26, 2014

PERSONNEL

SECTION C.2 PROFESSIONAL EMPLOYEES

Number	Title	Date Approved
C.2.1	Orientation, Continuing Education and In-Service	REPEALED 10-08-13
C.2.2	Professional Staff Development Council	June 14, 2016
C.2.3	Compensation for Educational Meetings	November 12, 2002
C.2.4	Use of Federal Funds for Tuition Reimbursement	April 17, 2012
C.2.5	Resignation – Professional Staff	February 14, 2012
C.2.6	Performance Evaluation of School Personnel – Administrative Procedures	May 15, 2014
C.2.7	Evaluation of Substitute Teachers	November 12, 2002
C.2.8	Selection Criteria – Tied Qualifications Involving Professional Personnel	May 15, 2014
C.2.9	Realignment of Staff – Professional Staff	July 22, 2014
C.2.10	Lateral Professional Non-Teaching Positions	December 13, 2011
C.2.11	Beginning Teacher Policy	December 14, 2004

PERSONNEL

SECTION C.3 SERVICE PERSONNEL EMPLOYEES

Number	Title	Date Approved
C.3.1	Service Personnel Staff Development Council	January 9, 2018
C.3.2	Service Personnel – Training Opportunities	November 12, 2002
C.3.3	Use of Cell Phones and Other Personal Electronic Devices By School Bus Operators	September 25, 2007
C.3.4		
C.3.5	Mid-day Assignments and Compensation for Transportation Employees	December 12, 2006
C.3.6	Realignment of Staff – Service Personnel	July 22, 2014
C.3.7	Substitute Service Personnel – Refusal to Work	July 22, 2014
C.3.8	Evaluation of Service Personnel Employees	September 13, 2016

STUDENTS

SECTION D.1 ELEMENTARY

Number	Title	Date Approved
D.1.1	Kindergarten Program	February 26, 2019
D.1.2	Promotion and Retention of Students	Repealed June 26, 2014
D.1.3	Grading System: Elementary Schools	Repealed June 26, 2014
D.1.4	Tardy Sign-In/Sign-Out	Repealed November 12, 2015
D.1.5	Tardy Sign-In/Sign-Out	November 12, 2015

STUDENTS

SECTION D.2 SECONDARY

Number	Title	Date Approved
D.2.1	Graduation Requirements and Regulations	Repealed June 26, 2014
D.2.2	Automobile and Motorcycle Use	May 25, 2004
D.2.3	Student Publications	November 12, 2013
D.2.4	Student Social Events	November 12, 2013
D.2.5	Recognition Assemblies for State Championships	May 25, 2004
D.2.6	Exception to Four-Year Attendance Requirement	May 24, 2016
D.2.7	Activities Fees	November 12, 2013
D.2.8	Student Government	May 25, 2004
D.2.9	Voters Registration	November 12, 2013
D.2.10	Veteran's Honors Funeral Assistant Community Service Program	May 15, 2014
D.2.11	Student Drug Testing – Raleigh County Schools	May 9, 2016

STUDENTS

SECTION D.3 ALL STUDENTS

Number	Title	Date Approved
D.3.1	Attendance Policy	January 9, 2018
D.3.2	Demonstrations and Strikes	May 25, 2004
D.3.3	Student Records	May 25, 2004
D.3.4	Rights and Responsibilities	REPEALED 10-08-13
D.3.5	Supervision and Safety of Students	April 8, 2014
D.3.6	Education of Homeless Children and Youth Policy	May 25, 2004
D.3.7	Photography of Pupils	REPEALED 10-08-13
D.3.8 Cf: D.3.22	Alternative Education Programs for Disruptive Students	May 28, 2019
D.3.9	Investigations and Searches	January 9, 2018
D.3.10	Medication Administration and Storage Policy	April 24, 2018
D.3.11	Health Promotion and Disease Prevention	March 22, 2016
D.3.12	HIV/AIDS Education Policy	November 12, 2013
D.3.13 Cf.: C.1.5A	Tobacco Control Policy	January 9, 2018
D.3.14 Cf: F.14 Cf: D.3.22	Cooperation with Law Enforcement Agencies	May 28, 2019
D.3.15 Cf: C.1.4	Anti-Hazing Policy	January 9, 2018
D.3.16	Wellness Policy	July 14, 2020
D.3.17	Regulations for the Education of Students with Exceptionalities	September 12, 2017
D.3.18 Cf: C.1.3	Racial, Religious/Ethnic Harassment, Discrimination and Violence	October 25, 2016

STUDENTS (CONT'D)
SECTION D.3 ALL STUDENTS

Number	Title	Date Approved
D.3.19 Cf: C.1.3A	Sexual Harassment and Discrimination Title IX Grievance Procedure	September 22, 2020
D.3.20 Cf: C.1.3B	Bullying, Harassment and Intimidation	January 9, 2018
D.3.21 Cf: C.1.29	Use of Cell Phones and Electronic Signaling Devices in Schools	May 23, 2017
D.3.22	Expected Behavior in Safe and Supportive Schools Policy and Manual	May 28, 2019
D.3.23	Student Technological Devices	May 28, 2019
D.3.24	Food Allergy	June 26, 2014
D.3.25	Medication Administration/Health Needs during Field Trips	June 26, 2014
D.3.26	Maintenance and Destruction of School Health Records	June 26, 2014
D.3.27	Automated External Defibrillator (AED) Guidelines for Schools	June 26, 2014
D.3.28	Homework Policy	June 26, 2014
D.3.29	Grading Systems	July 14, 2020
D.3.30	Promotion, Retention and Graduation Requirements	July 14, 2020
D.3.31	CTE Embedded Credit	July 28, 2020
D.3.32	Health and Safety – Animals in Schools	April 28, 2015
D.3.33	Transfer of Pupils	July 14, 2020
D.3.34	Parents' Procedural Rights Including Due Process Hearing	April 24, 2018
D.3.35	Prohibition against Discrimination Based on Disability	April 24, 2018

INSTRUCTIONAL PROGRAM

SECTION E

Number	Title	Date Approved
E.1	Summer Programs	May 25, 2004
E.2	Home/Hospital Instruction (Homebound Instruction)	Repealed 1/24/17
E.3	Instructional Resources	May 25, 2004
E.4	Conservation of Instructional Time	May 25, 2004
E.5	Work-Based Learning	May 25, 2004
E.6	Driver Training	May 25, 2004
E.7	Co-Curricular and Interscholastic Programs	May 25, 2004
E.7A	Elementary Athletics	July 22, 2019
E.8	Adoption of Instructional Resources	February 25, 2020
E.9	Raleigh County Comprehensive Developmental Guidance and Counseling	Repealed 09-23-14
E.9A	Comprehensive School Counseling Program	September 23, 2014
E.10	Federal Programs	November 12, 2013
E.11	School Faculty Senates	May 25, 2004
E.12	School Curriculum Teams	November 12, 2013
E.13	Acceptable Use of Technology by Students & Employees	June 12, 2012
E.14	Testing Out Policy	July 26, 2016
E.15	Performance Based Accreditation	July 20, 2004
E.16	Software Copyright	July 20, 2004
E.17	Home School Policy	July 26, 2016
E.18	Virtual School	July 14, 2020

COMMUNITY RELATIONS

SECTION F

Number	Title	Date Approved
F.1	Fundraising/Solicitations	June 10, 2003
F.2	Use of School Facilities	November 12, 2013
F.3	Public Sales on School Property	June 10, 2003
F.4	Public Use of School Records	June 10, 2003
F.5	Disposition of School Records	June 10, 2003
F.6	Parent and Family Engagement	July 28, 2020
F.7	Appeals Procedure for Citizens	June 10, 2003
F.8	Advertising on County Property	June 10, 2003
F.9	Visitors to the School	June 10, 2003
F.10	Woodrow Wilson High School Auditorium Operations Policy	November 12, 2013
F.11	Supplemental Programs Policy	May 25, 2004
F.12	Education Research	May 25, 2004
F.13	Visitation to School Buildings/Grounds	August 13, 2013
F.14	Cooperation with Law Enforcement Agencies	May 28, 2019
Cf: D.3.14		
Cf: D.3.22		

