

*City of Madison Board of Education
Policy Manual*

Table of Contents

Preface and Definitions

I. Governing Principles

II. School Board Operations

2.1 *Board Composition and Organization*

2.1.1 Composition

2.1.2 Officers

2.1.3 Committees

2.2 *Duties and Authority of Board Members*

2.3 *Board Member Compensation*

2.4 *Board Member Training*

2.4.1 General

2.4.2 Source of Training and Report

2.4.3 Board Self-Evaluation

2.5 *Board Meetings*

2.5.1 General Provisions

2.5.2 Time and Place

2.5.3 Special (Called) Meetings

2.5.4 Rules of Order

2.6 *Superintendent's Responsibilities, Qualifications, and Appointment*

2.6.1 Role, Responsibilities, Qualifications, and Term

2.6.2 Scope of Executive and Administrative Authority

2.7 *Recordkeeping and Retention of Board Records*

2.8 *Association Membership*

III. Fiscal Management

3.1 *Chief School Financial Officer*

3.2 *Budget*

3.3 *Accounting*

3.4 *MCS Financial Procedures Authorized*

3.5 *Fund Balance Policy in Accordance with GASB Statement No.54*

3.6 *Audits*

3.7 *Inventories*

3.8 *Purchasing*

3.9 *Deposit and Expenditure of Funds*

3.9.1 Deposits

3.9.2 Investments

- 3.9.3 Expenditures
- 3.9.4 Reserve Funds
- 3.9.5 Consultants
- 3.9.6 Competitive Bid Law and Public Works Act
- 3.9.7 Authorized Signatures
- 3.10 *OMB 200***
- 3.11 *Risk Management***
- 3.12 *Employee Compensation***
 - 3.12.1 Salaries and Pay Rates
 - 3.12.2 Local Supplements
 - 3.12.3 Salary Administration
 - 3.12.4 Salary Deductions
 - 3.12.5 Minimum Wage and Overtime
 - 3.12.6 Compensatory Time
- 3.13 *Expense Reimbursement***
- 3.14 *Fees, Payments, Rentals, and Charges***
 - 3.14.1 Facility Use Fees
 - 3.14.2 Copying and Other Charges
 - 3.14.3 Food Service Charges
 - 3.14.4 Worthless Checks
- 3.15 *Authority to Execute Contracts***
 - 3.15.1 General Authority
 - 3.15.2 Limitation on Authority to Bind the Board
- 3.16 *Child Nutrition Procurements***
- 3.17 *School Accounts***
- 3.18 *Affiliated Organizations***
 - 3.18.1 School Sponsored Organizations
 - 3.18.2 Other Affiliated Organizations
 - 3.18.3 Extracurricular Camps, Tournaments, and Jamborees
- 3.19 *Fundraising***
- 3.20 *Employee Fundraising and Crowdfunding***
- 3.21 *Instructional Support***

IV. General Administration

- 4.1 *Security / Access to Schools***
 - 4.1.1 Security Measures Authorized
 - 4.1.2 Access Restrictions Authorized
 - 4.1.3 Duty of Sex Offender to Notify School of Presence
- 4.2 *Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)***
 - 4.2.1 Prohibition on the Possession of Firearms
 - 4.2.2 Prohibition on the Possession of Weapons
 - 4.2.3 Illegal Drugs and Alcohol
 - 4.2.4 Tobacco
 - 4.2.5 Searches
 - 4.2.6 Drug and Alcohol Free Environment
 - 4.2.7 Adoption of Statutory Penalties and Consequences

- 4.3** *Accreditation*
- 4.4** *Use of Board Property*
 - 4.4.1 Equipment, Supplies, Materials, Vehicles
 - 4.4.2 Incidental Use of Communication Devices
 - 4.4.3 Use of Board Facilities
 - 4.4.4 Renovations or Upgrade to Board Facilities
 - 4.4.5 Advertising
- 4.5** *Naming Board Facilities*
- 4.6** *Complaints and Grievances*
 - 4.6.1 General Complaints (Grievances)
 - 4.6.2 Limitations Regarding Availability and Application of General Complaint/Grievance Policy
 - 4.6.3 Student Complaints and Grievances
 - 4.6.4 Student Disciplinary Matters
 - 4.6.5 Americans with Disabilities Act Complaint Procedure
- 4.7** *Emergency Closing of Schools*
 - 4.7.1 Authority of Superintendent to Close Schools
 - 4.7.2 Make-Up Dates
- 4.8** *Employee Acceptable Use of Computer Technology and Related Resources*
 - 4.8.1 General
 - 4.8.2 Policy Rules
 - 4.8.3 Copyright Law
 - 4.8.4 Network Accounts
 - 4.8.5 Data Networks
 - 4.8.6 Privacy
 - 4.8.7 Data Governance
 - 4.8.8 Rules of Behavior on System Networks or Equipment
 - 4.8.9 System Integrity and Control
 - 4.8.10 Application of Policy
 - 4.8.11 Disclaimer of Liability
 - 4.8.12 Electronic Email
 - 4.8.13 Internet
 - 4.8.14 Learning Management Systems
 - 4.8.15 Mass Electronic Notification Systems
 - 4.8.16 District Devices and Equipment
 - 4.8.17 Personal Devices
 - 4.8.18 Web Sites (District, School, and School-Sponsored Activities)
- 4.9** *Political Activity*
- 4.10** *Service Animals in Public Schools*
 - 4.10.1 Service Animals
 - 4.10.2 Requirements that must be Satisfied Before a Service Animal will be Allowed on School Property
 - 4.10.3 Service Dogs in Training
 - 4.10.4 Miniature Horses
 - 4.10.5 Extra Charges
 - 4.10.6 Supervision and Care of Service Animals

- 4.10.7 Damages to School Property and Injuries
- 4.10.8 Removal of Service Animals from School Property
- 4.10.9 Denial of Access and Grievance
- 4.11 *Intellectual property***
 - 4.11.1 Ownership of Works
 - 4.11.2 Third Party Works
- 4.12 *School Logo Use Policy***

V. Personnel

- 5.1 *Employee Qualifications and Duties***
 - 5.1.1 General Requirements
 - 5.1.2 Special Requirements
 - 5.1.3 Certification Requirements
- 5.2 *Hiring***
 - 5.2.1 Application Procedures
 - 5.2.2 Qualifications
 - 5.2.3 Hiring Authority
 - 5.2.4 At-Will Employment
 - 5.2.5 Nepotism
- 5.3 *Probationary Employment***
- 5.4 *Non-Teaching Supplemental Duties***
- 5.5 *Professional Development***
- 5.6 *Employee Conflicts of Interest***
- 5.7 *Employee Evaluations***
 - 5.7.1 Certified Personnel
 - 5.7.2 Non-Certified Personnel
 - 5.7.3 Use of Evaluations in Connection with Employment Decisions
 - 5.7.4 Special Evaluation Situations
 - 5.7.5 Exempt Personnel
- 5.8 *Personnel Records***
 - 5.8.1 Content of Personnel Files
 - 5.8.2 Alternate Data Storage
 - 5.8.3 Confidentiality
 - 5.8.4 Access to Personnel Files
- 5.9 *Employee Leave***
 - 5.9.1 Work Attendance an Essential Job Function
 - 5.9.2 Absences
 - 5.9.3 Authorized Leave
 - 5.9.4 Sick Leave
 - 5.9.5 On-The-Job Injury Leave
 - 5.9.6 Personal Leave
 - 5.9.7 Vacation
 - 5.9.8 Professional Leave

- 5.9.9 Military Leave
- 5.9.10 Court Leave
- 5.9.11 Catastrophic Sick Leave
- 5.9.12 Unpaid Study Leave
- 5.10 *Family and Medical Leave Act (FMLA)***
 - 5.10.1 Eligible Employees
 - 5.10.2 Medical Leave Provided By the Act
 - 5.10.3 Serious Health Conditions
 - 5.10.4 Military Family Leave Provided by the Act
 - 5.10.5 Spouse Employed by the Board
 - 5.10.6 Intermittent Leave
 - 5.10.7 Use of Vacation and Sick Leave
 - 5.10.8 Notice
 - 5.10.9 Certification for Medical or Military Caregiver Leave
 - 5.10.10 Certification for Qualifying Exigency Leave
 - 5.10.11 Return to Work
 - 5.10.12 Maintenance of Benefits
 - 5.10.13 Instructional Employees
- 5.11 *Sick Leave Bank***
- 5.12 *Administrative Leave***
- 5.13 *Equal Employment Opportunity***
 - 5.13.1 Unlawful Discrimination Prohibited
 - 5.13.2 Implementing Regulations Authorized
- 5.14 *Anti-Harassment (Title VII)***
 - 5.14.1 Definition of Sexual Harassment
 - 5.14.2 Examples of Prohibited Conduct
 - 5.14.3 Employee Complaint Resolution Procedure
 - 5.14.4 Formal Complaint Procedure
 - 5.14.5 Confidentiality
 - 5.14.6 Retaliation Prohibited
 - 5.14.7 Penalties for Violation
- 5.15 *Reduction-In-Force***
 - 5.15.1 Definition and Scope
 - 5.15.2 Criteria for Implementing Layoffs.
 - 5.15.3 Recall
 - 5.15.4 Notice
 - 5.15.5 Reservation of Board Authority
- 5.16 *Unauthorized Payments***
 - 5.16.1 Notification to the Employee
 - 5.16.2 Retention and Recovery Authorized
 - 5.16.3 Repayment Required as a Condition of Reemployment
 - 5.16.4 Procedures Not Exclusive
- 5.17 *Drug-Free Workplace***
 - 5.17.1 General
 - 5.17.2 Standards of Conduct
 - 5.17.3 Confirmation

- 5.18** *Drug and Alcohol Testing of Safety Sensitive Employees*
 - 5.18.1 Scope
 - 5.18.2 Prohibited Alcohol and Controlled Substance-Related Conduct
 - 5.18.3 Testing Program Authorized
 - 5.18.4 Administration of Program
- 5.19** *Searches (Personnel)*
- 5.20** *Self-Reporting Arrest or Conviction*
 - 5.20.1 Duty to Report a Reportable Event
 - 5.20.2 Definition of a Reportable Event
 - 5.20.3 Penalties for Violation
- 5.21** *Use of Office for Personal Gain of Gifts to Personnel*

VI. Students

- 6.1** *Admissions and Attendance*
 - 6.1.1 Compulsory Attendance and Entrance Age
 - 6.1.2 Admission to Schools
 - 6.1.3 Attendance Zone and Class Assignment
 - 6.1.4 Absences and Excuses
 - 6.1.5 Truancy
- 6.2** *Transfers and Withdrawals*
 - 6.2.1 Transfers
 - 6.2.2 Withdrawals
- 6.3** *Student Fees, Fines, and Charges*
- 6.4** *Extracurricular Activities*
 - 6.4.1 General
 - 6.4.2 Athletics
 - 6.4.3 Extracurricular Activity Participation for Full-Time Students– Academics First
 - 6.4.4 Eligibility for Participation in AHSAA–Sanctioned Athletics by Nontraditional Students
- 6.5** *Off-Campus Events*
- 6.6** *Student Publications*
- 6.7** *Student Employment (Work Release)*
- 6.8** *Equal Educational Opportunities*
- 6.9** *Title IX*
 - 6.9.1 Prohibition
 - 6.9.2 Title IX Coordinator
- 6.10** *Student Sexual Harassment*
 - 6.10.1 Sexual Harassment Prohibited
 - 6.10.2 Definition
 - 6.10.3 Sexual Harassment Complaint Procedures Authorized
 - 6.10.4 Initial Confrontation of Accused Harasser Not Required
 - 6.10.5 Notice of Policy to be Promulgated
- 6.11** *Protection of Pupil Rights Amendment*
 - 6.11.1 Consent
 - 6.11.2 Notice and Option to Opt Out

- 6.11.3 Inspection
- 6.11.4 Special Provisions for Certain Students
- 6.11.5 Additional Policies and Procedures Authorized
- 6.11.6 Voluntary Religious Expression
- 6.12 *Student Records*
- 6.13 *Student Health Services*
- 6.14 *Student Conduct*
- 6.15 *Searches (Students)*
- 6.16 *Physical Restraint and Seclusion*
- 6.17 *Corporal Punishment*
- 6.18 *Student Suspension (including Students with Disabilities)*
- 6.19 *Student Expulsion (including Students with Disabilities)*
- 6.20 *Electronic Communication Devices*
- 6.21 *Drivers' License*
 - 6.21.1 Drivers' License
 - 6.21.2 Administrative Procedures Authorized
- 6.22 *Student Parking Privileges*
- 6.23 *Harassment, Violence, and Threats of Violence Prohibited*
 - 6.23.1 Prohibition
 - 6.23.2 Definitions
 - 6.23.3 Description of Behavior Expected of Students
 - 6.23.4 Consequences for Violations
 - 6.23.5 Reporting, Investigation, and Complaint Resolution Procedures
 - 6.23.6 Promulgation of Policy and Related Procedures, Rules, and Forms
 - 6.23.7 Classifications of Offenses and Disciplinary Actions
 - 6.23.8 Construction of Policy
- 6.24 Acceptable Use of Computer Technology and Related Services

VII. Instructional Program

- 7.1 *Curriculum*
- 7.2 *Textbooks*
- 7.3 *Academic Standards*
 - 7.3.1 General Grade Scale
 - 7.3.2 Weighted Grading Scale
 - 7.3.3 Transfer Students
 - 7.3.4 Special Education Grading Standards
 - 7.3.5 Report Cards
 - 7.3.6 Promotion
 - 7.3.7 Class Rankings
 - 7.3.8 Credit Recovery
- 7.4 *Testing*
- 7.5 *Summer School Operations*
- 7.6 *Dual Enrollment*
- 7.7 *Correspondence or Online Courses*
- 7.8 *Virtual School Option*
 - 7.8.1 Scope and Delivery of Services

- 7.8.2 Student Eligibility Criteria
- 7.8.3 Monitoring Performance and Testing Requirements
- 7.8.4 Attendance
- 7.8.5 Extracurricular Activities
- 7.8.6 Additional Procedures Authorized
- 7.9 *Career and Technical Education Programs***
 - 7.9.1 Work-Based Learning Experience
 - 7.9.2 Live Work
 - 7.9.3 Safety
- 7.10 *Foreign Exchange Programs***
- 7.11 *Extended Programs: Community Education***
- 7.12 *Graduation, Certificate of Completion, and Commencement***
 - 7.12.1 Fifth Year Seniors
 - 7.12.2 Adult High School Diploma Program
- 7.13 *School Wellness***
 - 7.13.1 General
 - 7.13.2 Implementation and Monitoring
- 7.14 *Selection of Instructional Materials and Materials for the School Media Centers***
- 7.15 *Parent/Family Involvement – Meeting the Requirements of No Child Left Behind Act of 2001***
 - 7.15.1 Title I: Parental Involvement
 - 7.15.2 Annual Evaluation of Initiatives
 - 7.15.3 Allocation of Funds
 - 7.15.4 Notice of Rights and Information