

**SECTION 2000**

**ADMINISTRATIVE DIRECTIVES**

**APPEAL OR OBJECTION TO INSTRUCTIONAL TEXTS/MATERIALS BY CITIZENS**

**REVISED 2002**

**MARGE WILLIAMS**

Revised 7/75

1. Classroom and Supplementary Material
  - A. If a citizen of the district questions any material, s/he is requested to file a complaint, in writing, with the building principal.
  - B. Review of the material in terms of the citizen's specific objection is made by the departmental chairperson, the teacher using the material, and two other teachers in the department. Consultation is held between the building principal and the department chairperson and their recommendation is forwarded to the associate superintendent/instruction/curriculum for approval or rejection.
  
2. Library Materials
  - A. If a citizen of the district questions any material in the library, he is requested to file a complaint on the appropriate form, in writing, with the building principal.
  - B. Review of the material in terms of the citizen's specific objection is made by the librarian, a teacher, the principal and the associate superintendent/instruction/curriculum.
  - C. Patrons may appeal the decision of the associate superintendent/instruction/curriculum by presenting their appeal in writing to the superintendent of schools.
  - D. Patrons may appeal the final administrative decision by presenting their appeal in writing to the Board of Education.

COMMUNICABLE DISEASES -  
INFECTION CONTROL PROCEDURES

**REVIEWED 2002**

**JACKIE CHATMAN**

Issued September 1996

Procedures for Cleaning Blood and/or Body Fluids

Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is, therefore, very important that all district personnel adopt routine procedures for handling the clean up of all blood/body fluid spills. The procedures, as outlined by the Centers for Disease Control, are as follows:

1. If available, absorbent floor-sweeping material should be used to cover fluids to keep them from spreading.
2. Vinyl or latex gloves should be worn, and all spills should be cleaned up with absorbent towels or tissues, using soap and water.
3. All surfaces that have been in contact with the fluids should then be wiped with a disinfectant. Any EPA-approved disinfectant (i.e., Lysol, etc.) can be used. A 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance. After the disinfectant is applied, the surface should either be allowed to air dry or remain wet for 10 minutes before being dried with a disposable towel or tissue.
4. If the gloves worn to clean up the spill are reusable, they should be washed with soap and running water prior to removal. Disposable gloves should be removed without soiling the hands, and should be disposed of in an impermeable plastic bag. Whether or not any contamination occurs, the hands should always be thoroughly washed with soap and water after the gloves are removed.
5. If the person doing the cleaning has an open skin lesion, precautions should be taken to avoid direct exposure of the lesion to the body fluids.
6. After exposure to body fluids, good **HAND WASHING** should consist of thorough use of soap and water for at least 15 seconds.

CURRICULAR/TEXTBOOK ADOPTION GUIDELINES - K-12

**REVISED 2002**

**DEBRA NELSON/HAROLD FRYE**

Revised August 1990

Mike Boothe

During each school year, the department chairperson for each curricular area will be designated or appointed. The Division of Instruction will designate a district department chairperson for each curricular area. One of the main functions of these chairpersons will be to involve the staffs in recommendations concerning curricular and textbook changes and/or adoptions for the current or coming school year.

After careful consideration of the educational, financial, and appropriateness of the recommendation for change, the committee, by consensus, will submit the recommendation to the Board of Directors for approval.

## CREDIT/PURCHASING CARD USAGE

APRIL 2006

DR. MARJORIE WILLIAMS

Every person receiving a district-issued credit/purchasing card (hereinafter "card") shall sign a statement acknowledging the following procedures for use of the card:

1. All card statements must be submitted to the business office within ten (10) business days of receipt with all receipts and documentation attached which justify all included expenditures. Any expenditure for which a receipt or other adequate documentation is not provided must be reimbursed by the cardholder at the time the statement is submitted to the business office.
2. All purchase orders for the payment of credit/purchasing card expenditures must be approved by the Associate Superintendent-Business with the exception of the expenditures of the Associate Superintendent-Business whose expenditures must be approved by the Superintendent.

DISPOSITION OF TEXTBOOKS

**ISSUED 2002**  
**JIM FEUERBORN**

Textbooks purchased with funds from the Foreign Insurance Fund shall be disposed of in the following manner.

First, the Board of Education shall make a finding that said textbooks are surplus property based upon the recommendation of the appropriate administrative officer.

Second, the textbooks so designated shall be made available for public sale or auction. Appropriate notice shall be published by the district. Any textbooks not disposed of through public sale or auction may be offered for sale to persons or companies specializing in the re-sale of textbooks.

Third, any remaining textbooks shall be disposed of in a manner that assures that the textbooks are destroyed or are otherwise unavailable for further use.

## DONATED EQUIPMENT SPECIFICATIONS

**Issued 12/13/05**

**Corey Wales**

In order to provide our students and staff with effective, current technology, in a fiscally sound manner, all computers donated to the district must meet the following specifications:

- Major manufacturer equipment only
- Pentium III rated or better
  - No Celeron, Duron, Cyrix processors
- 800MHz rated processor or better
- 256mb memory or better
- 40gig hard drive or better
- 10/100 network card
- 24 speed CD-Rom or better
- 15" SVGA monitor or better
- Standard keyboard and mouse
- Lot of 10 machines or more
  - Same make and model of machine

GUIDELINES FOR RESOLVING CONFLICTS  
BETWEEN PARENTS AND SCHOOL PERSONNEL

When a building administrator identifies a potential problem regarding a parent's desire for what may become an unreasonable request of school time and/or resources, the parents should be made aware of the general guidelines below.

Guidelines should only be put into play after parent notification.

General Parent-Teacher Conference Guidelines

1. When a parent needs information concerning his/her child's educational process, the parent may call the school and request a telephone conference with a teacher. When a personal conference is requested, a period of 24 hours advance notice may be required.
2. An educational conference may be limited to two per child per quarter unless the teacher(s) or administrator feels more conferences would be productive.
3. If two staff members agree during the parent conference that either of the following has occurred:
  - A. the topic has been discussed and/or explained previously during the conference, or
  - B. the discussion is not addressing the current issue,the conference may be terminated and the parent will be given the reason the conference was ended
4. If the parent conference is terminated without resolution, the parent will be advised they may pursue resolution through an appeal to the immediate supervisor.

## PILOT PROGRAMS

**REVISED 2002**

**DEBRA NELSON**

Revised 9/11/02

Debra Nelson

March 1996

By definition, a pilot program is a tentative model or prototype being considered for implementation in the Hickman Mills C-1 School District. Such programs will be implemented with the understanding that data will be collected relative to the goals and objectives stated in the proposal. Data will be used to assess the viability of broader implementation of the program. Pilot programs will be under the supervision of the associate superintendents/curriculum/instruction for the designated area.

Submission of pilot program recommendations must be supported by definitive criteria including research and rationale that document both need and validity. In addition, the submission must delineate the student population affected, measurable learner goals and outcomes, the means by which the goals and outcomes will be measured, and cost analysis.

PROCEDURES FOR SELECTION OF APPROPRIATE  
CLASSROOM, SUPPLEMENTARY, AND LIBRARY MATERIALS

**REVISED 2002**

**DEBRA NELSON/HAROLD FRYE**

Revised 7/75

1. Classroom and Supplementary Material
  - A. Principals and grade level or course level teachers initiate a list of materials for specific classes.
  - B. After the review of materials and the ensuing discussion at the grade and course level, the entire department, principal, and librarian evaluate the appropriateness of the selections.
  - C. Final decision is made by the appropriate Associate Superintendent/Instruction in consultation with the building principal, departmental chairperson, and the building librarian.
  
2. Library Materials
  - A. Suggestions of titles for purchase are gathered from teachers in each department or grade level, students, administrative personnel, and parents.
  
  - B. Librarians use their professional training and judgment for selecting materials for purchase.
  
  - C. Final decision is made in consultation with the building principal, the building librarian, and the associate superintendents/instruction.

## SECONDARY ACTIVITY ACCOUNTS

**REVISED 2002**

**JIM FEUERBORN**

Reviewed 8/27/92

John Dean

1. In general, activity accounts are for student activities and expenditures are to be for this purpose.
  - A. Each school will have one account for revenue from the faculty lounge soft drink machine. This account may be used for faculty activities.
  - B. Each school will have a general activity account for miscellaneous use. Examples are gifts to school for special purposes, redeposit of uncollectable checks, etc.
  
2. Accounting
  - A. All funds will be deposited on a regular basis to the appropriate accounts as per Policies of the Board of Education.
  - B. All activity purchase orders will note the intended use of materials ordered on the purchase order prior to building level administrative approval and submission for ordering.
  - C. Moneys should benefit the current student population.
  - D. Unless items are on consignment and prior arrangements are made, funds must be available prior to ordering.
  
3. Vending Machines
  - A. Additional vending machines require approval of the superintendent of schools/designee.
  - B. Vending machines intended for student use are to be turned off during school hours.
  - C. 100% of the profits from any food/beverage vending machine in the cafeteria area is to go to food service.

TEST SECURITY

**REVIEWED 2002**

**DEBRA NELSON/HAROLD FRYE**

All standardized tests used in the Hickman Mills C-1 School District will be secured according to the procedures established by the Department of Elementary and Secondary Education.

Security, dissemination, and administration of all standardized tests will be delineated in the administrative directive and under the supervision of the appropriate associate superintendent, director or administrator in charge.

TUTORING/EXTENDED LEARNING

**REVIEWED 2002**

**DEBRA NELSON/HAROLD FRYE**

District Tutoring and/or Extended Learning

All student tutoring and/or extended learning programs in Hickman Mills C-1 School District shall be developed and regulated by the division of curriculum and instruction. Tutoring and/or extended learning programs will be made available to all students according to educational needs and district financial feasibility. Effort will be made to provide appropriate supplemental services to students.

Private Tutoring

In addition, the district will maintain a list of authorized teachers who are available to [parents for private tutoring. Private tutoring arrangements are at the expense of parents. Parents may contact the director of special services to secure appropriate personnel.

USE OF TEXTBOOK FUNDS

**REVISED 2002**

**DEBRA NELSON**

Issued 1/30/89

Ron Goodwin

The Department of Elementary and Secondary Education regulates the use of funds for textual materials. The Hickman Mills C-1 School District shall follow all state guidelines.

## DISPOSITION OF SURPLUS PROPERTY

Mitch Nutterfield  
Issued March 2007

1. Each Head of Department or designee will determine whether property assigned to their department is no longer of use; when this is determined, the Associate Superintendent of Business will be notified through the receipt of a Request for Property Disposal Form. The Associate Superintendent of Business and the Head of Department shall make a determination as to how the District property was acquired and whether a transfer or disposition is subject to any restrictions due to the original source of funding. Examples include, but are not limited to federal or state grant requirements or other statutory constraints.
2. The Associate Superintendent of Business will ensure that property declared surplus by the departments is made available to other school departments before sale or disposal, in order to obtain the maximum economic utility from such property.
3. If surplus property is not desirable to other District departments, the Associate Superintendent of Business or designee will determine the value of the property in order to establish its status relative to this policy.
4. The manner of disposition of personal property which is valued at \$25,000.00 or more shall be determined by the Board of Education. Notification of the sale shall be provided to the public and shall include the method of disposition and a description of the property to be sold.
5. Disposition of personal property valued at less than \$25,000.00 shall be determined by the Associate Superintendent of Business in a manner deemed most beneficial to the District. Notification of the sale shall be provided to the public as per state requirements, and shall include the method of disposition and a description of the property to be sold.