

**FSILC POLICY MANUAL
TABLE OF CONTENTS**

| POLICY | PAGE NUMBER |
|---------------|------------------------|
|---------------|------------------------|

Section I – Board of Directors

| | |
|-----------------------------------------------------------------|----|
| Introduction | 1 |
| Requirement to Follow Member Policies..... | 2 |
| Interlocal Definition | 3 |
| Legal Compliance and Non-Discrimination..... | 4 |
| Board Legal Status | 5 |
| Board Powers and Duties | 6 |
| Board Members Authority / Responsibilities..... | 8 |
| Recommendations of Regulations | 9 |
| Board of Directors Appointment..... | 10 |
| Duties of President..... | 11 |
| Duties of Vice-President | 12 |
| Duties of Minutes Clerk..... | 13 |
| Duties of Treasurer | 14 |
| Encumbrance Clerk..... | 15 |
| Board Meetings..... | 16 |
| Board Meetings – Executive Sessions..... | 18 |
| Board Meetings – Public Participation..... | 19 |
| Agenda Preparation and Dissemination | 21 |
| Surety Bonds for Executive Director and Financial Officers..... | 22 |
| Board of Directors Executive Officer (Executive Director) | 23 |
| Board – Executive Director Relationship | 25 |
| Term of Office and Salary of Executive Director | 26 |
| Policy Directives..... | 27 |
| Evaluation of the Executive Director | 28 |
| Selection of FSILC Executive Director | 29 |
| Job Description: Executive Director | 30 |

Section II – Finance

| | |
|---------------------------------------------------------------------|----|
| Employee Travel Reimbursement..... | 1 |
| Purchasing and Distribution..... | 5 |
| Solicitation Requirements | 6 |
| Financial Statement and Itemized Statement of Estimated Needs | 7 |
| Audit..... | 11 |
| Credit Card Use..... | 12 |
| Withholdings from Monthly Salary..... | 16 |
| Duplicate Checks..... | 17 |
| Identity Theft Prevention..... | 18 |

Section III – General

| | |
|----------------------------------------------|---|
| Retention and Destruction of Documents | 1 |
|----------------------------------------------|---|

**FSILC POLICY MANUAL
TABLE OF CONTENTS**

| POLICY | PAGE NUMBER |
|--------------------------------------------------|------------------------|
| Open Records..... | 4 |
| Open Records Act Schedule of Fees | 7 |
| Student Records..... | 8 |
| Notification of Rights Under FERPA | 21 |
| Directory Information Notice | 23 |
| Agreement for Receipt of Records | 24 |
| Custodial and Noncustodial Parental Rights | 25 |
| Disability Accommodations | 26 |

Section IV – Personnel (General)

| | |
|----------------------------------------------------------------------------------------------------|----|
| Safety..... | 1 |
| Hazard Communication..... | 3 |
| Hazard Communication Procedures..... | 5 |
| Bloodborne Pathogen Exposure Control Plan | 7 |
| Communicable Disease – Employees Affected with AIDS | 14 |
| Contagious or Communicable Disease or Condition..... | 16 |
| Use of Tobacco Products | 17 |
| Drug / Alcohol Free Workplace | 19 |
| Classification of Employees and Rights and Responsibilities Involving Nonexempt Employees | 20 |
| Compensatory Time for Overtime..... | 24 |
| Multiple Employment Assignments..... | 26 |
| Security | 28 |
| Criminal Records Searches..... | 29 |
| Assault and Battery | 36 |
| Accidents..... | 38 |
| Telephone Calls..... | 39 |
| Records | 40 |
| Campaign Activities During the Regular School Day..... | 41 |
| Employment of Family Members | 43 |
| Electronic Policy Books and Directives | 44 |
| Inventory and Disposal of FSILC Property | 45 |
| Child Abuse, Neglect and Exploitation: Reporting and Investigation | 46 |
| Cooperation with Community Agencies..... | 49 |
| State and Federal Programs Administration | 50 |
| Parental Rights to Inspect Instructional Material..... | 51 |
| Working Hours | 52 |
| Dress Code..... | 53 |
| Sick Leave Bank | 54 |
| Unused Sick Leave (Over 60 Current Year Days) | 56 |
| Family and Medical Leave | 58 |
| Leave | 64 |
| Benefits – Workers Compensation | 68 |
| Line and Staff Relations | 69 |

**FSILC POLICY MANUAL
TABLE OF CONTENTS**

| POLICY | PAGE NUMBER |
|---------------|------------------------|
|---------------|------------------------|

Section V – Personnel (Certified)

| | |
|--------------------------------------------------------------------|----|
| Definition of Teacher..... | 1 |
| Standards of Performance and Conduct for Teachers..... | 2 |
| Contracts | 6 |
| Resignation of Certified Personnel..... | 8 |
| Reduction in Force | 9 |
| Suspension, Dismissal and Non-Reemployment of Certified Staff..... | 13 |
| Evaluation of Professional Staff | 14 |
| Evaluation and Other Academic Measures | 15 |
| Resident Teachers and Resident Committees..... | 16 |
| Staff Development..... | 18 |
| Substitute Teachers..... | 19 |
| Employment of the Coordinator / Consultant..... | 20 |
| Coordinator / Consultant Due Process | 21 |
| Reporting Student Substance Abuse | 22 |
| Classroom Expectations – Management..... | 23 |
| Job Description: Teacher | 25 |
| Job Description: Counselor | 27 |
| Job Description: Coordinator/Consultant..... | 28 |

Section VI – Personnel (Support)

| | |
|---------------------------------------------------------------------------------|----|
| Employment of Support Personnel..... | 1 |
| Definitions | 2 |
| Staff Development..... | 3 |
| Evaluation..... | 4 |
| Resignation of Support Employees..... | 5 |
| Suspension, Demotion, Termination or Nonreemployment of Support Employees | 6 |
| Support Employee Rules for Conduct | 11 |
| Job Description: Business Manager..... | 14 |
| Job Description: Office Manager / Receptionist | 15 |
| Job Description: Special Education Paraprofessional | 16 |
| Job Description: Special Education Teacher Assistant..... | 18 |
| Job Description: Transition Coordinator..... | 19 |

Section VII – Discrimination

| | |
|------------------------------------------------------------------------------------------------------------------------------|----|
| Nondiscrimination | 1 |
| Harassment..... | 2 |
| Grievance for Alleged Discrimination Complaints: Definitions, Pre-Filing, Filing Procedures, and General Provisions | 7 |
| Discriminatory Harassment and Retaliation..... | 10 |

**FSILC POLICY MANUAL
TABLE OF CONTENTS**

| POLICY | PAGE NUMBER |
|---------------|------------------------|
|---------------|------------------------|

| | |
|--------------------------------------|----|
| Policy and Practice, Grievance | 12 |
|--------------------------------------|----|

Section VIII – Technology

| | |
|-------------------------------------------------------------------------------------------|---|
| Internet and Technology Safety Pursuant to the Children’s Internet Protection Act..... | 1 |
| Acceptable Use of Internet and Electronic and Digital Communications Devices..... | 2 |
| Personal Wireless Devices..... | 7 |