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## **SECTION A - FOUNDATIONS AND BASIC COMMITMENTS**

Section A contains policies, regulations and exhibits on the basic principles underlying board governance. These policies provide a setting for all of the board's other policies and regulations.

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AC-R-1	Harassment and Discrimination Investigation Procedures for Students
AC-R-2	Harassment and Discrimination Investigation Procedures for Employees, Applicants for Employment and Members of the Public
AC-R-3	Sexual Harassment Investigation Procedures (Title IX) – Regulation
AC-E-1	Nondiscrimination/Equal Opportunity (Sample Notice) – Exhibit
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ACA	Name Changes
AD	Mission
ADC	Tobacco-Free BOCES
ADF	School Wellness
ADF-R	School Wellness (Implementing Objectives) – Regulation
AE	Accountability/Commitment to Accomplishment
AE-R	Accountability/Commitment to Accomplishment – Regulation
AEA	Standards Based Education
AED*	Accreditation

## **SECTION B - BOARD GOVERNANCE AND OPERATIONS**

Section B contains policies, regulations and exhibits about the BOCES board -- how it is organized; how it conducts meetings and how it operates. This section includes policies establishing the board's internal operating procedures as well as policies on participation in the BOCES by member school districts.

BBA	Board of Directors – Governance, Powers and Responsibilities
BBBC*	Power to Abstain and Withdrawal
BC	Board Member Conduct
BC-R	Board Member Financial Disclosure – Regulation
BCB	Board Member Conflict of Interest
BDA	Board Organizational Meeting
BDB	Board Officers
BDF	Advisory Committees
B DFA*	BOCES Licensed Personnel Performance Evaluation Council
BDFB*	Career and Technical Advisory Council (Career and Technical Program Advisory Committees)

BDFE*	Superintendents' Advisory Council
BE	Board of Directors Meetings
BEAA*	Electronic Participation in Board of Directors Meetings
BEC	Executive Sessions
BEDA	Notification of Board Meetings
BEDB	Agenda
BEDD	Rules of Order
BEDF	Voting Method
BEDG	Minutes
BEDH	Public Participation at Board Meetings
BG	Board Policy Process
BG-R	Policy Adoption (Waiver Requests) — Regulation
BID/BIE	Board Member Compensation/Expenses/Insurance/Liability

## **SECTION C - GENERAL ADMINISTRATION**

Section C contains policies, regulations and exhibits on administrative organization, including policies regarding the executive director.

CBA/CBC (Option 1) Qualifications/Powers and Responsibilities of Executive Director  
 CBA/CBC (Option 2) Qualifications/Powers and Responsibilities of Executive Director (Job Description)

CBF	Executive Director's Conduct
CBI	Evaluation of Executive Director
CBI-R	Evaluation of Executive Director — Regulation
CC	Administrative Organization
CCB	Line and Staff Relations
CF	School Building Administration
CH	Policy Implementation
CHCA	Handbooks and Directives
CHD	Administration in the Absence of Policy

## **SECTION D - FISCAL MANAGEMENT**

Section D contains policies, regulations and exhibits on BOCES finances and the management of funds. It includes policies on budget, banking, accounting and purchasing.

DA	Fiscal Management Goals/Priority Objectives
DAB*	Financial Administration
DAB*-E	Financial Administration (Online Posting of Financial Information) – Exhibit

DAC*	Federal Fiscal Compliance
DB	Annual Budget
DBD	Determination of Budget Priorities
DBG	Budget Adoption Process
DBG-E	Deadlines in Budgeting Process Set by Statute — Exhibit
DBK*	Fiscal Emergencies
DD	State and Federal Aid Eligibility and Grant Proposals
DEB	Loans
DFA/DFAA	Revenues from Investments/Use of Surplus Funds
DFG*	Fundraising
DG	Banking Services (And Deposit of Funds)
DH	Bonded Employees and Officers
DHA	Contracts/Signing Authority
DIA*	Online Schools and Online Programs (Permissible Documentation)
DID	Inventories
DJ/DJA	Purchasing/Purchasing Authority
DJB*	Federal Procurement
DJB*-R	Federal Procurement – Regulation
DJE	Bidding Procedures
DJG	Vendor Relations
DKB	Salary Deductions
DKC	Expense Authorization/Reimbursement (Mileage and Travel)

## **SECTION E - SUPPORT SERVICES**

Section E contains policies, regulations and exhibits on business management, safety, building and grounds management, office services, transportation, food services, data management and insurance.

EBAB	Hazardous Materials
EBBA	Prevention of Disease/Infection Transmission (Handling Body Fluids)
EBBA-R	Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances) – Regulation
EBBB	Accident Reports
EBCE	School Closings and Cancellations
ECA/ECAB (Option 1)	Security/Access to Buildings
ECA/ECAB (Option 2)	Security/Access to Buildings

ECAF	Use of Video and Audio Monitoring
ECAF-R	Use of Video and Audio Monitoring – Regulation
EEAE (Option 1)	Transportation Safety
EEAE (Option 2)	Vehicle Safety Inspection, Maintenance and Use
EEAEA	School Transportation Vehicle Operator Requirements and Training
EEAEAA*	Drug and Alcohol Testing for Drivers
EEAEAA*-R	Drug and Alcohol Testing for Drivers – Regulation
EEAEAB*	Drug and Alcohol Testing for Employees without Commercial Driver’s License
EEAEAB*-R	Drug and Alcohol Testing for Employees without Commercial Driver’s License – Regulation
EEAEF*	Video Cameras on Transportation Vehicles
EEAEF*-R	Video Cameras on Transportation Vehicles – Regulation
EF	School Nutrition Program
EF-E-1	School Meal Payments – Exhibit
EF-E-2	Civil Rights Complaint Procedure for School Nutrition Program – Exhibit
EFC	Free and Reduced-Price Food Services
EFEA*	Nutritious Food Choices
EFEA*-E	Healthy Beverages Standards for Schools – Exhibit
EGAD	Copyright Compliance
EGAEA	Electronic Communication
EHB	Records Retention
EHC*	Safeguarding Personal Identifying Information
EI	Insurance Program/Risk Management
EIE*	Compliance with the Affordable Care Act

## **SECTION F - FACILITIES PLANNING AND DEVELOPMENT**

Section F contains policies, regulations and exhibits on facility planning, financing, construction and renovation.

FB	Facilities Planning
FB-R	Facilities Planning – Regulation
FBC*	Prioritization of Facility Improvements
FBC*-R	Prioritization of Facility Improvements – Regulation
FCD*	Leasing of Facilities

## SECTION G - PERSONNEL

Section G contains policies, regulations and exhibits on BOCES employees except the executive director (found in Section C - General Administration). The category is divided into three main divisions: GB contains policies applying to all employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support staff.

GBA	Open Hiring/Equal Employment Opportunity
GBAA	Sexual Harassment
GBAB*	Workplace Health and Safety Protection
GBEA	Staff Ethics/Conflict of Interest
GBEB	Staff Conduct (And Responsibilities)
GBEB-R	Staff Conduct (And Responsibilities) – Regulation
GBEB-R-2	Staff Conduct (And Responsibilities) – Regulation
GBEBA	Staff Dress Code
GBEBC	Gifts to and Solicitations by Staff
GBEC	Alcohol and Drug-Free Workplace
GBEC-E	Employee Acknowledgment Form Alcohol and Drug-Free Workplace – Exhibit
GBEE* (Option 1)	Staff Use of Technology
GBEE* (Option 2)	Staff Use of Technology
GBEE*-E	Staff Use of Technology Acceptable Use Agreement – Exhibit
GBGA	Staff Health (And Medical Examination Requirements)
GBGAB*	First Aid Training
GBGB	Staff Personal Security and Safety
GBGD	Workers’ Compensation
GBGE	Staff Maternity/Paternity/Parental Leave
GBGF	Federally-Mandated Family and Medical Leave
GBGF-R	Federally-Mandated Family and Medical Leave – Regulation
GBGG	Staff Sick Leave
GBGH	Sick Leave Bank
GBGI	Staff Military Leave
GBGJ	Staff Bereavement Leave
GBGK	Staff Legal Leave
GBGL	Staff Victim Leave
GBI*	Criminal History Record Information
GBJ	Personnel Records and Files
GBK	Staff Concerns/Complaints/Grievances
GBK-R	Staff Concerns/Complaints/Grievances – Regulation

GCA	Professional Staff Positions
G CBD	Professional Staff Fringe Benefits
GCD	Professional Staff Vacations and Holidays
GCE/GCF	Professional Staff Recruiting/Hiring
GCE/GCF-R	Professional Staff Recruiting/Hiring — Regulation
GCHA/GCHB	Mentor Teachers/Administrators
GCHC*	Professional Staff Induction Program
GCO	Evaluation of Licensed Personnel
GCO-R	Evaluation of Licensed Personnel — Regulation
GCOE*	Evaluation of Evaluators
GCQC	Resignation of Professional Staff
GCQC-R	Resignation of Professional Staff (Mandatory Reporting Requirements) – Regulation
GCQF	Discipline, Suspension and Dismissal of Professional Staff
GCQF-R	Discipline, Suspension and Dismissal of Professional Staff (Mandatory Reporting Requirements) – Regulation
GDA	Support Staff Positions
GDBC	Support Staff Supplementary Pay/Overtime
GDBD	Support Staff Fringe Benefits
GDD	Support Staff Vacations and Holidays
GDE/GDF	Support Staff Recruiting/Hiring
GDE/GDF-R	Support Staff Recruiting/Hiring — Regulation
GDO	Evaluation of Support Staff
GDO-R	Evaluation of Support Staff — Regulation
GDQB	Resignation of Support Staff
GDQD	Discipline, Suspension and Dismissal of Support Staff

## **SECTION H - NEGOTIATIONS**

Section H contains policies, regulations and exhibits on the process of negotiations.

H	Negotiations
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## **SECTION I - INSTRUCTION**

Section I contains policies, regulations and exhibits on the instructional program. This section covers instructional resources and academic achievement. It also includes policies about the school year, school day, grading, graduation requirements and field trips.

IC/ICA	School Year/School Calendar/Instruction Time
IG	Curriculum Development
IHAM	Health and Family Life/Sex Education
IHAM-R	Health and Family Life/Sex Education (Exemption Procedure) – Regulation
IHBA	Special Education Programs for Students with Disabilities
IHBB	Gifted Education
IHBEA	English Language Learners
IHBF	Homebound Instruction
IHBIB	Primary/Preprimary Education
IHCDA	Concurrent Enrollment
IHCDA-R	Concurrent Enrollment (Procedure for students seeking to enroll in postsecondary courses) – Regulation
IJ	Instructional Materials and Library Resources
IJOA	Field Trips
IK	Academic Achievement
IKA	Grading/Assessment Systems
IKA-R	Grading/Assessment Systems (Exemption Procedure and Information to Parents/Guardians) – Regulation
IKE	Ensuring All Students Meet Standards (Promotion, Retention and Acceleration of Students)
IKF	Graduation Requirements
IKF-E	Graduation Requirements – Exhibit
IKFB	Graduation Exercises
ILBC	Early Literacy and Reading Comprehension (Colorado READ Act)
ILBC-R	Early Literacy and Reading Comprehension (Procedures to Implement the Colorado READ Act) – Regulation
IMB	Teaching about Controversial Issues and Use of Controversial Materials
IMBB	Exemptions from Required Instruction

## SECTION J - STUDENTS

Section J contains policies, regulations and exhibits on students -- admission, attendance, rights and responsibilities, conduct and discipline, health and welfare and records.

JB	Equal Educational Opportunities
JBB*	Sexual Harassment

JEB	Entrance Age Requirements
JF	Admission and Denial of Admission
JF-E	Admission and Denial of Admission – Exhibit
JFABE*	Students in Foster Care
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICAA*	Student Conduct and Discipline Code
JICC	Student Conduct in BOCES Vehicles
JICDA	Code of Conduct
JICDE*	Bullying Prevention and Education
JICDE*-E-1	Bullying Report Form – Exhibit
JICDE*-E-2	Bullying Investigation Form – Exhibit
JICEC*	Student Distribution of Noncurricular Materials
JICEC*-R	Student Distribution of Noncurricular Materials – Regulation
JICF	Secret Societies/Gang Activity
JICH	Drug and Alcohol Involvement by Students
JICH-R	Drug and Alcohol Involvement by Students – Regulation
JICI	Weapons in School
JICI-E	Gun-Free Schools Act (Definition of “Firearm”) – Exhibit
JICJ	Student Use of Cell Phones and Other Personal Technology Devices
JIH	Student Interviews, Interrogations, Searches and Arrests
JIHB	Parking Lot Searches
JII	Student Concerns, Complaints and Grievances
JII-R	Student Concerns, Complaints and Grievances – Regulation
JJC	School Displays
JK	Student Discipline
JK-R	Student Discipline – Regulation
JK*-2	Discipline of Students with Disabilities
JKA	Use of Physical Intervention and Restraint
JKA-R	Use of Physical Intervention and Restraint – Regulation
JKA-E-1	Student Restraint Incident Report Form – Exhibit
JKA-E-2	Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion, 1 CCR 301-45, 2620-R-2.07 – Exhibit
JKBA*	Disciplinary Removal from Classroom
JKBA*-R	Disciplinary Removal from Classroom – Regulation
JKD/JKE	Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JKD/JKE-R	Suspension/Expulsion of Students (Hearing Procedures) — Regulation
JKD/JKE-E	Grounds for Suspension/Expulsion — Exhibit
JLCB	Immunization of Students
JLCB-R	Immunization of Students — Regulation
JLCC	Communicable/Infectious Diseases
JLCD	Administering Medications to Students
JLCD-R	Administering Medications to Students — Regulation
JLCD-E	Permission for Medication — Exhibit
JLCDB*	Administration of Medical Marijuana to Qualified Students
JLCDB*-E (Option 1)	Administration of Medical Marijuana to Qualified Students (Written Plan) — Exhibit
JLCDB*-E (Option 2)	Administration of Medical Marijuana to Qualified Students (Written Plan) — Exhibit
JLCDC*	Medically Necessary Treatment in School Setting
JLCDC*-R	Authorizing Private Health-Care Specialists to Provide Medically Necessary Treatment in School Setting — Regulation
JLCE	First Aid and Emergency Medical Care
JLCE-R	First Aid and Emergency Medical Care — Regulation
JLCE-E	First Aid and Emergency Medical Care Card — Exhibit
JLDAC	Screening/Testing of Students and Treatment of Mental Disorders
JLDAC-E	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) — Exhibit
JLF	Reporting Child Abuse/Child Protection
JLF-R	Reporting Child Abuse/Child Protection — Regulation
JQ	Student Fees, Fines and Charges
JRA/JRC	Student Records/Release of Information on Students
JRA/JRC-R	Student Records/Release of Information on Students (Review, Amendment and Hearing Procedures) — Regulation
JRA/JRC-E-1	Student Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student Education Records) — Exhibit
JRA/JRC-E-2	Opt-Out Form for Disclosure of Information to Military Recruiters — Exhibit
JRA/JRC-E-3	Opt-Out Form for Student Image Publishing — Exhibit
JRCB*	Privacy and Protection of Confidential Student Information
JRCB*-R	Privacy and Protection of Confidential Student Information (Hearing and Complaint Procedures) — Regulation
JS*	Student Use of Technology
JS*-E	Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement) — Exhibit

**SECTION K - BOCES-COMMUNITY-HOME RELATIONS**

Section K contains policies, regulations and exhibits on public sector relations with BOCES, including parents’ rights and public information and complaints.

KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KBBA-R	Custodial and Noncustodial Parent Rights and Responsibilities – Regulation
KDB	Public’s Right to Know/Freedom of Information
KDB-R	Public’s Right to Know/Freedom of Information – Regulation
KDBA*	Parent Notification of Employee Criminal Charges
KDBA*-E	Parent Notification of Employee Criminal Charges (Sample notice) – Exhibit
KE	Public Concerns and Complaints
KE-R	Public Concerns and Complaints – Regulation
KEC	Public Concerns/Complaints about Instructional Materials and Library Resources
KFA	Public Conduct on BOCES Property
KHC	Distribution/Posting of Noncurricular Materials
KHC-R	Distribution/Posting of Noncurricular Materials – Regulation
KI	Visitors to Schools and Programs

**SECTION L - EDUCATION AGENCY RELATIONS**

Section L contains policies, regulations and exhibits on the BOCES’s relationship with education research organizations.

LC	Relations with Education Research Agencies
LC-R	Relations with Education Research Agencies (Research Testing Guidelines) – Regulation