

The Contents

- Reason for attending to policy.....p.1
- Review of policy and procedures.....p. 2
- The policy development process.....p.2
- Equal opportunity / non discrimination.....p.4

Section A: Foundations and Basic Commitments:

1. Non / discrimination on the basic of religion.....P.5
2. Educational Philosophy / ZAS Mission.....P.6
3. The procedures for developing the mission and vision.....p.7
4. Education Philosophy / children with disabilities..... p.8

Section B: School Board Governance and Operations:

1. Roles & Responsibilities.....P. 9
2. The School Board Composition.....P. 10
3. Vacancies.....P.11
4. Parent Teacher association (PTA).....P.11

Section C: Fiscal Management:

1. Fiscal Management Goals / Priority Objectives.....P.12
2. Annual Budget.....P.12
3. Financial year of the school.....P.13
4. Budget Planning.....P.13
5. Revenues form Non-tax sources materials fees.....P.13
6. Uncollected accounts receivable.....P.13
7. Annual Examination of financial records.....P.13
8. Procurement Policy.....P.14
9. Employee benefits administration.....P.14
10. Salary deductions.....P.15

Section D: Support Services:

1. Instructional support services.....P.16
2. Emergencies – Crisis response procedures.....P.16
3. Safety drills.....P.17
4. Fire drills.....P.17
5. School closing and cancellations.....P.18
6. Building maintenance.....P.18
7. Transportation services.....P.19

◆ Eligibility	p.19
◆ Driver Responsibilities:	p.19
A. Route.....	p.19
B. Emergency Procedures.....	p.20
C. Other Responsibilities.....	p.20
D. Aide Responsibilities	
◆ Parent Guardian Responsibilities.....	P.21
◆ Student Responsibilities.....	P.22
8. Food Services.....	P.22
9. Pricing and Payment of food Services.....	P.22
10. Communication Services.....	P.23
◆ Website	
◆ School Management System	
◆ Phone calls	
◆ The School official group on Facebook	

Section E: Facilities planning and development:

1. Evaluation of facilities planning and development.....	P.27
A. Planning / Development of facilities standards	
B. Evaluation Existing Buildings	
C. Determining extent of new construction	
2. Enrollment Projections.....	P.28
3. Education specifications for construction.....	P.28
4. The Project Specification.....	P.29
5. Construction cost estimates.....	P.29
6. Equipment and furniture.....	P.30

Section F: Personnel:

◆ Personnel Goals/ Priority Objectives.....	P.31
1. Employee conflict of interest	P.32
2. Code of conduct.....	P.32
3. Staff Development.....	P.34
4. Staff gifts and solicitations.....	P.34
5. Staff health and safety.....	P.34
6. Employees' personal property.....	P.35
7. Staff participation community activities.....	P.35
8. Staff participation in political activities.....	P. 36
9. Permanent employees.....	P. 36
10. Family and medical leave.....	P.37

11. Staff recruiting policy.....P.37
12. ZAS sanctions bylaw.....p. 40
13. Extra-curricular Activities.....P.40
14. Equity of learning opportunities and support for innovation.....p.34

Section G: Instruction:

1. School Calendar.....P.42
2. Curriculum Development, Adoption, and ReviewP.42
 - A. Curriculum
 - B. Assessment
 - ◆ MAP Assessment Tests
 - ◆ SAT
 - ◆ Homework
3. Religion in the schools and at school activities.....P.46
 - A. Religion in the curriculum
 - B. Prohibition of religious activity in schools personnel
4. Summer instructional programs.....P.47
5. Class Size.....P.47
6. Instructional Materials selection and adoption.....P.48
 - A. Selection of library and supplemental instructional resources and materials.....P.39
7. School Library.....P.49
 - A. Objectives
 - B. Responsibilities of the teacher-librarian
8. Acceptable and ethical use of technology resources.....P.55
9. Grading / Academic Report.....p. 55
 - Calculating of Grade Point Average.....P.56
10. Guardian Requirements.....P.57
11. Grading Policy.....P.59
12. Policy to monitor overall student performance.....P.60
13. Policy of collecting, analyzing and protecting data.....P.61
14. Flag display.....P.53

Section H: Students:

1. School Attendance Areas.....P.67
2. Assignment of students to classes and Grade levels.....P.67
3. Harassment.....P.68
4. School Attendance / Tardiness.....P.68
 - A. Absences
 - B. Tardiness

5. Tobacco.....	P.70
6. Student and student property searches.....	P.70
7. Student travel.....	P.70
A. Field Trips	
B. Activity Trips	
C. The approval procedures	
D. Transportation	
E. Student approval forms	
F. Students' fees	
8. Student Discipline.....	P.72
9. Violations	p. 73
10. Physical Punishment.....	P.73
11. Out Of School Suspension	P.74
12. Inside School Detention.....	P.75
13. First aid supplies / training.....	P.75
14. Student Safety.....	P.75
15. Supervision of students.....	P.76
16. Quarter and Progress Report.....	P.77
17. Student Union.....	p. 78
18. Equity of learning opportunities and support for innovation	p. 80
19. Internet –Terms and Conditions of Use.....	P.81

Section I: School/ Community/ Home relations:

1. Community Involvement in Decision Making.....	p. 85
2. Public concerns and complaints.....	p. 85
3. Public Concerns/ Complaints about personnel.....	p. 85
4. Concerns and complaints about instructional materials.....	p. 87