

**Transylvania County Schools
Preliminary Correlation Table – Revised 5/28/15**

Draft Policy #	Draft Policy Title	Current TCS Policy #
1000 SERIES: GOVERNING PRINCIPLES		
<i>Legal Status and Authority of the Board</i>		
1000	Legal Status of the Board and School System	Ø
1010	Board Authority and Duties	Ø
<i>Governing Principles and Goals</i>		
1100	Governing Principles	Ø
1200	Governing Principle – Student Success	Ø
1300	Governing Principle – Parental Involvement	Ø
1310/4002	Parental Involvement	Ø
1320/3560	Title I Parent Involvement	KC
1400	Governing Principle – School Initiatives	Ø
1500	Governing Principle – Safe, Orderly, and Inviting Environment	Ø
1510/4200/7270	School Safety	Ø
1510/4200/7270-R	Responding to Bomb Threats	Ø
1600	Governing Principle – Professional Development	Ø
1610/7800	Professional and Staff Development	GCBCA (GCBCA-R)
1700	Governing Principle – Removal of Barriers	Ø
1710/4021/7230	Prohibition Against Discrimination, Harassment, and Bullying	AC, ACB, JFC (AC-R)
1720/4015/7225	Discrimination, Harassment, and Bullying Complaint Procedure	Ø (ACB-R)
1730/4022/7231	Nondiscrimination on the Basis of Disabilities	AC (AC-R)
1740/4010	Student and Parent Grievance Procedure	Ø
1742/5060	Responding to Complaints	Ø
1750/7220	Grievance Procedure for Employees	GBM (GBM-R)
1760/7280	Prohibition Against Retaliation	GBMA
1800	Governing Principle – Stewardship of Resources	Ø
2000 SERIES: BOARD OPERATIONS		
<i>Board Operations</i>		
2000	Operational Goals of the Board	Ø
2010	Board and Superintendent Relations	Ø
<i>Board Members</i>		
2100	Board Member Legal Status	BB (BB-R)
2110	Board Member Elections	Ø
2115	Unexpired Term Fulfillment	Ø
2116	Removal from Office	Ø
2120	Code of Ethics for School Board Members	BH

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2121	Board Member Conflict of Interest	BHA
2122	Role of Board Members in Handling Complaints	Ø
2123	Board Member Opportunities for Development	Ø
2125/7315	Confidential Information	Ø
2130	Board Member Compensation and Expenses	Ø
<i>Officers and Committees</i>		
2200	Election of Officers/Organization of Board	Ø
2210	Duties of Officers	Ø
2220	Official School Spokesperson	Ø
2230	Board Committees	Ø
2235 (custom)	Community Schools Advisory Council	BCFA
<i>Board Meetings</i>		
2300	Board Meetings	BD (BD-R)
2310	Public Participation at Board Meetings	AE
2320	Compliance With the Open Meetings Law	Ø
2321	Closed Sessions	Ø (BD-R)
2325	Board Meeting News Coverage	Ø
2330	Board Meeting Agenda	Ø
2335	Advance Delivery of Meeting Materials	Ø
2340	Parliamentary Procedures	Ø
2341	Quorum	Ø
2342	Voting Methods	Ø
<i>Board Policies</i>		
2400	Board Policies	BF
2410	Policy Development	BF
2420	Adoption of Policies	BF
2430	Dissemination and Preservation of Policies	BF, CHC
2440	Policy Review and Evaluation	BFG/BFGA
2450	Suspension of Board Policies	Ø
2460	Administration in Policy Absence	Ø
2470	Administrative Procedures	CHA
2475	School Rules	Ø
<i>Board Hearings</i>		
2500	Hearings Before the Board	BDA
<i>Board Consultants and Liaisons</i>		
2600	Consultants to the Board	Ø
2610	Board Attorney	Ø
2650	Liaison with School Boards Associations	Ø
3000 SERIES: EDUCATIONAL PROGRAM		
<i>Goals and Objectives</i>		

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3000	Goals and Objectives of the Educational Program	AD
<i>Curriculum Development, Delivery, and Evaluation</i>		
3100	Curriculum Development	Ø
3101	Dual Enrollment	LEC (LEC-R, exhibits)
3102	Online Instruction	Ø
3110	Innovation in Curriculum and Instruction	Ø
3115	Curriculum and Instruction Guides	Ø
3120	Lesson Planning	Ø
3130	Grouping for Instruction	JB
3135	Homework	IKB
3140	Evaluation of Instructional Programs	Ø
<i>Instructional Materials</i>		
3200	Selection of Instructional Materials	IIAC (IIAC-R, IIAC-E)
3210	Parental Inspection of and Objection to Instructional Materials	Ø (IIAC-R, IIAC-E)
3220	Technology in the Educational Program	IIAC (IIAC-R, IIAC-E)
3225/4312/7320	Technology Responsible Use	IIBG
3226/4205	Internet Safety	Ø
3227/7322	Web Page Development	IIBF
3230/7330	Copyright Compliance	IIAB
<i>Time for Learning</i>		
3300	School Calendar and Time for Learning	IC, ICA, ID
3320	School Trips	IIC, IICA (IICA-R, IICA-E)
3330 (custom)	Moment of Silence	IND
<i>Student Performance</i>		
3400	Evaluation of Student Progress	IKA
3405	Students at Risk of Academic Failure	Ø
3410	Testing and Assessment Program	ILA
3420	Student Promotion and Accountability	IK, IKE (IK-R)
3430	School Improvement Plan	Ø
3431	Conflict Resolution	Ø
3440	Recognizing Excellence	Ø
3450	Class Rankings	Ø
3460	Graduation Requirements	IC, IKF (IK-R)
3470/4305	Alternative Learning Programs/Schools	JQ
<i>Special Curriculum Objectives</i>		
3510	Religious-Based Exemptions from School Programs	Ø
3515	Religion in the Schools	Ø
3520	Special Education Programs/Rights of Students with Disabilities	AC, JB (AC-R)
3530	Citizenship and Character Education	Ø

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3540	Comprehensive Health Education Program	IGAE, IGB (IGB-R)
1320/3560	Title I Parent Involvement	KC
3580 (custom)	Driver’s Education and License Eligibility	IGAJ (IGAJ-R, IGAJ-E2)
<i>Services and Activities to Support the Educational Program</i>		
3610	Counseling Program	JH
3620	Extracurricular Activities and Student Organizations	IGD, IGDA
3640/5130	Student Voter Registration	Ø
4000 SERIES: STUDENTS		
<i>Student Focus</i>		
4000	Focus on Students	Ø
4001	Equal Educational Opportunities	AC, JB (AC-R)
1310/4002	Parental Involvement	Ø
4003	Translating Policies for Students and Parents	Ø
1740/4010	Student and Parent Grievance Procedure	Ø
1720/4015/7225	Discrimination, Harassment, and Bullying Complaint Procedure	Ø (ACB-R)
1710/4021/7230	Prohibition Against Discrimination, Harassment, and Bullying	AC, ACB, JFC (AC-R)
1730/4022/7231	Nondiscrimination on the Basis of Disabilities	AC (AC-R)
4023	Education for Pregnant and Parenting Students	JFE/JFF
4040/7310	Staff-Student Relations	Ø
4050	Children of Military Families	Ø
<i>Admission and Assignment</i>		
4100	Age Requirements for Initial Entry	JEC
4110	Immunization and Health Requirements for School Admission	JEC, JHCB
4115	Behavior Standards for Transfer Students	Ø
4120	Domicile or Residence Requirements	JEC
4125	Homeless Students	Ø
4130	Discretionary Admission	JEC, JECB, JECBB (JECBB-R)
4132 (custom)	Admission of Private and Home School Students	JECA (JECA-R, JECA-E)
4135	Tuition for Discretionary Admissions	JECB
4150	School Assignment	JECBB (JECBB-R)
4152	Unsafe School Choice Transfer	JECBA (JECBA-R, JECBA-E)
4155	Assignment to Classes	Ø
<i>Safety</i>		
1510/4200/7270	School Safety	EBC (EBC-R)

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1510/4200/7270-R	Responding to Bomb Threats	∅
4201/7271	Injury and Loss Prevention	∅
4202/5029/7272	Service Animals in Schools	∅
3226/4205	Internet Safety	∅
4210	Release of Students from School	∅
4220	Student Insurance Program	JHA (JHA-R)
4230	Communicable Diseases – Students	JHCC (JHCC-R, JHCC-E)
4240/7312	Child Abuse – Reports and Investigations	∅
4250/5075/7316	North Carolina Address Confidentiality Program	∅
4260	Student Sex Offenders	ACAD, JFCL
4270/6145	Concussion and Head Injury	∅
Student Behavior		
4300	Student Behavior Policies	JFC, JFCC (JFCC-R)
4301	Authority of School Personnel	∅
4302	School Plan for Management of Student Behavior	JFDA, JGA
4302-R	Rules for Use of Seclusion and Restraint in Schools	JGB
3470/4305	Alternative Learning Programs/Schools	JQ
4307	Disciplinary Action for Exceptional Children/Students with Disabilities	∅
4310	Integrity and Civility	∅
3225/4312/7320	Technology Responsible Use	IIBG
4315	Disruptive Behavior	JFC, JFCK
4316	Student Dress Code	JFCE
4317 (custom)	Misconduct on a School Vehicle	JFCC (JFCC-R)
4318	Use of Wireless Communication Devices	JI
4320	Tobacco Products – Students	GBK/KGC, JFC
4325	Drugs and Alcohol	JGDB
4326 (custom)	Random Drug Testing of Students	JHB (JHB-R, JHB-E)
4328	Gang-Related Activity	JFCB
4330	Theft, Trespass, and Damage to Property	JFC
4331	Assaults, Threats, and Harassment	GBEAA, JFC (GBEAA-R, GBEAA-E)
4333	Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety	JGDC
4335	Criminal Behavior	JFCA
4340	School-Level Investigations	∅
4341	Parental Involvement in Student Behavior Issues	JFDB
4342	Student Searches	JFGA
4345	Student Discipline Records	JP
4351	Short-Term Suspension	JGD

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4352	Removal of Student During the Day	Ø
4353	Long-Term Suspension, 365-Day Suspension, Expulsion	JGDA
4362	Requests for Readmission of Students Suspended for 365 Days or Expelled	JGDD
4370	Student Discipline Hearing Procedures	JFA
<i>Attendance</i>		
4400	Attendance	IC, IKEA, JE (JE-R)
<i>Student Fees</i>		
4600	Student Fees	Ø
<i>Student Records</i>		
4700	Student Records	JO
4705/7825	Confidentiality of Personal Identifying Information	Ø
4705/7825-R	Confidentiality of Personal Identifying Information	Ø
4720	Surveys of Students	JFJ
5000 SERIES: COMMUNITY RELATIONSHIPS		
<i>Relationship with Parents and the Community</i>		
5000	Schools and the Community	KB
5005 (custom)	Public Information Program	KB
5010	Parent Organizations	Ø
5015	School Volunteers	IICC
5020	Visitors to the Schools	JL, KK
5022	Registered Sex Offenders	ACAC
5024/6127/7266	Emergency Epinephrine Auto-Injector Devices	Ø
5025	Prohibition of Alcoholic Beverages	Ø
5026/7250	Smoking and Tobacco Products	GBK/KGC
5027/7275	Weapons and Explosives Prohibited	Ø
5028/6130/7267	Automated External Defibrillator	Ø
4202/5029/7272	Service Animals in Schools	Ø
5030	Community Use of Facilities	KG (KG-R, exhibits)
5040	News Media Relations	Ø
5050	Emergency Closings	Ø
1742/5060	Responding to Complaints	Ø
5070/7350	Public Records – Retention, Release, and Disposition	KBA
5071/7351	Electronically Stored Information Retention	IIBH
4250/5075/7316	North Carolina Address Confidentiality Program	Ø
<i>Relationship with Other Governmental Agencies</i>		

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5100	Relationship with Other Governmental Agencies	Ø
5110	Relationship with County Commissioners	Ø
5120	Relationship with Law Enforcement	JFG
3640/5130	Student Voter Registration	Ø
<i>Involvement with Outside Organizations and Individuals</i>		
5210	Distribution and Display of Non-School Material	KFA, KI
5220	Collections and Solicitations	IGDF, KI
5230	Participation in Research Projects	Ø
5240	Advertising in the Schools	KI
6000 SERIES: SUPPORT SERVICES		
<i>Support Services</i>		
6000	Support Services	Ø
<i>Student Health Services</i>		
6100	Goals of Student Health Services	JHC
6110	Organization of Student Health Services	JHC
6120	Student Health Services	DO, JHC, JHCAA, JHCE (JHCE-R, exhibits)
6125	Administering Medicines to Students	JHCD (exhibits)
5024/6127/7266	Emergency Epinephrine Auto-Injector Devices	Ø
5028/6130/7267	Automated External Defibrillator	Ø
6131 (custom)	Do Not Resuscitate Orders	JHCF
6140	Student Wellness	JHCA
4270/6145	Concussion and Head Injury	Ø
<i>School Nutrition Services</i>		
6200	Goals of School Nutrition Services	Ø
6210	Organization of School Nutrition Services	Ø
6220	Operation of School Nutrition Services	Ø
6225	Free and Reduced Price Food Services	Ø
6230	School Meal and Competitive Foods Standards	Ø
<i>Student Transportation Services</i>		
6300	Goals of Student Transportation Services	EEA
6305	Safety and Student Transportation Services	EEA, JFCC (JFCC-R)
6306	School Bus Idling	EEAA
6306-R	School Bus Idling Procedures	EEAB-R
6310	Organization of Student Transportation Services	EEA
6315	Drivers	EEA
6320	Use of Student Transportation Services	EEA
6321	Bus Routes	EEA

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Draft Policy #	Draft Policy Title	Current TCS Policy #
6322	Student Assignment to Buses	∅
6325	Parking Areas for Students	∅
6330	Insurance for Student Transportation Services	∅
6340	Transportation Service/Vehicle Contracts	∅
6350 (custom)	Use of System-Owned Vehicles	EEBA
<i>Purchasing Function</i>		
6400	Goals of the Purchasing Function	∅
6401	Ethics and the Purchasing Function	∅
6402	Participation by Historically Underutilized Businesses	DJCA
6410	Organization of the Purchasing Function	∅
6420	Contracts with the Board	∅
6421	Pre-Audit Certification	∅
6425	Continuing Contracts	∅
6430	State Purchasing Requirements for Equipment, Materials, and Supplies	DJ (DJ-R)
6440	Local Purchasing Requirements for Equipment, Materials, and Supplies	∅
6441/9121	Bidders' List	FEF
6442	Vendor Lists	∅
6450	Purchase of Services	∅
<i>Equipment, Materials and Supplies</i>		
6500	Goals of Equipment, Materials, and Supplies Services	GC/EDBA
6510	Organization of Equipment, Materials, and Supplies Services	GC/EDBA
6520	Use of Equipment, Materials, and Supplies	IIAD
6521	Personal Use of Equipment, Materials, and Supplies	∅
6522	Use of Equipment, Materials, and Supplies by Non-School Groups	∅
6524	Network Security	IIBGA
6525	Instructional Materials Services	∅
6530	Resource Conservation	∅
6540	Hazardous Materials	∅
6550	Vandalism	∅
6560	Disposal of Surplus Property	DN, IIAAA (DN-R)
7000 SERIES: PERSONNEL		
<i>Recruitment and Selection of Personnel</i>		
7100	Recruitment and Selection of Personnel	AC, GBN, GCC, GDC (AC-R)

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7110	Information Provided by Applicant or Employee	Ø
7120	Employee Health Certificate	GBE
7130	Licensure	Ø
7130-R	Licensure	Ø
7140 (custom)	Criminal History Checks	GBN
Work Environment		
7210	Staff Involvement in Decision Making	Ø
1750/7220	Grievance Procedure for Employees	GBM (GBM-R)
1720/4015/7225	Discrimination, Harassment, and Bullying Complaint Procedure	Ø (ACB-R)
1710/4021/7230	Prohibition Against Discrimination, Harassment, and Bullying	AC, ACB, JFC (AC-R)
1730/4022/7231	Nondiscrimination on the Basis of Disabilities	AC (AC-R)
7240	Drug-Free and Alcohol-Free Workplace	GBCC/GBP (GBCC/GBP-R)
7241	Drug and Alcohol Testing of Commercial Motor Vehicle Operators	Ø (GBCC/GBP-R)
5026/7250	Smoking and Tobacco Products	GBK/KGC
7260	Occupational Exposure to Bloodborne Pathogens	GBEA (GBEA-R(1), GBEA-R(2), exhibits)
7262	Communicable Diseases – Employees	GBEA (GBEA-R(1), GBEA-R(2), exhibits)
7265	Occupational Exposure to Hazardous Chemicals in Science Laboratories	GBEAB
5024/6127/7266	Emergency Epinephrine Auto-Injector Devices	Ø
5028/6130/7267	Automated External Defibrillator	Ø
1510/4200/7270	School Safety	EBC (EBC-R)
1510/4200/7270-R	Responding to Bomb Threats	Ø
4201/7271	Injury and Loss Prevention	Ø
4202/5029/7272	Service Animals in Schools	Ø
5027/7275	Weapons and Explosives Prohibited	Ø
1760/7280	Prohibition Against Retaliation	GBMA
Staff Responsibilities		
7300	Staff Responsibilities	GBA
7303 (custom)	Organizational Plan	CC
4040/7310	Staff-Student Relations	Ø
4240/7312	Child Abuse – Reports and Investigations	Ø
2125/7315	Confidential Information	Ø
4250/5075/7316	North Carolina Address Confidentiality Program	Ø
3225/4312/7320	Technology Responsible Use	IIBG

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3227/7322	Web Page Development	IIBF
3230/7330	Copyright Compliance	IIAB
7335	Employee Use of Social Media	Ø
7340	Employee Dress and Appearance	Ø
5070/7350	Public Records – Retention, Release, and Disposition	KBA
5071/7351	Electronically Stored Information Retention	IIBH
<i>Specific Employment Relationships</i>		
7400	Job Descriptions	GCAA
7405	Extracurricular and Non-Instructional Duties	GCKA (GCKA-R, GCKA-E)
7410	Teacher Contracts	Ø
7420	Superintendent Contract	CBBA, CBBB
7422	Deputy/Associate/Assistant Superintendent Contracts	Ø
7425	School Administrator Contracts	Ø
7430	Substitute Teachers	GCE
7440	Assignments/Reassignments/Transfers	GC/EDBA, GCI
7450 (custom)	Employment of Retirees	GCPC
<i>Workday and Absences</i>		
7500	Workday and Overtime	GCJ, GD, GDJ (GCJ-R, GDJ-R)
7505	Compliance with State Board of Education Employment Policies	GCBDB
7510	Leave	GCBDB
7520	Family and Medical Leave	GCBDB
7530	Military Leave	GCBDB
7540	Voluntary Shared Leave	Ø
7541	Sick Leave Bank	Ø
7550	Absences Due to Inclement Weather	GCJA
7560	Permitted Salary Deductions for Absences and Discipline of Exempt Employees	Ø
<i>Benefits</i>		
7600 (custom)	Employee Compensation	DLA, GCBA-GDBA, GDBA (GDBA-R)
7605/8610 (custom)	Payroll Procedures	DLA
7610	Defense of Board Employees	Ø
7620	Payroll Deductions	Ø (GCBC-R)
7635	Return to Work	Ø
7650/8620 (custom)	Travel Expense Reimbursement	DLC
7660 (custom)	Annuities	Ø (GCBC-R)

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<i>Non-Job Related Activities</i>		
7710	Membership in Professional Organizations	Ø
7720	Employee Political Activities	Ø
7730	Employee Conflict of Interest	Ø
<i>Development and Evaluation</i>		
1610/7800	Professional Development and Assistance	GBCBA (GBCBA-R)
7805	Superintendent Evaluation	CBBC (CBBC-E)
7810	Evaluation of Licensed Employees	GCN
7811	Plans for Growth and Improvement of Licensed Employees	GCL
7815	Evaluation of Non-Licensed Employees	Ø
7820	Personnel Files	GBL (GBL-R)
7821	Petition for Removal of Personnel Records	Ø
4705/7825	Confidentiality of Personal Identifying Information	Ø
4705/7825-R	Confidentiality of Personal Identifying Information	Ø
<i>Separation</i>		
7900	Resignation	GCNA
7910	Retirement	GCPC
7920	Professional Personnel Reduction in Force	GCPA
7921	Classified Personnel Reduction	GDPA
7930	Professional Employees: Demotion and Dismissal	Ø
7940	Classified Personnel: Suspension and Dismissal	GDPD
7950	Probationary Teachers: Nonrenewal	7950
8000 SERIES: FISCAL MANAGEMENT		
<i>Fiscal Goals</i>		
8000	Fiscal Goals	DA
<i>Budget Process</i>		
8100	Budget Planning and Adoption	DBD
8110	Budget Resolution	Ø
8120 (custom)	Budget Amendments and Transfers	DBK
<i>Revenue Sources</i>		
8210	Grants and Funding for Special Projects	Ø
8220	Gifts and Bequests	Ø
8230	Penalties, Fines, and Forfeitures	Ø
<i>Fiscal Accountability</i>		
8300	Fiscal Management Standards	DA
8310	Annual Independent Audit	Ø
8320	Depositories	DG
8325	Daily Deposits	Ø

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8330	Facsimile Signatures	Ø
8340	Insurance	Ø
8341	Limited Claim Settlement	BG
8350	Fixed Assets Inventory	DID
<i>Separate Accounts</i>		
8410	Individual School Accounts	Ø
<i>Personnel Duties</i>		
8510	School Finance Officer	Ø
8520	School Treasurer	Ø
8530	Fidelity Bonds	Ø
<i>Payroll and Reimbursements</i>		
7605/8610 (custom)	Payroll Procedures	DLA
7650/8620 (custom)	Travel Expense Reimbursement	DLC
9000 SERIES: FACILITIES		
<i>Facility Planning and Construction</i>		
9000	Planning to Address Facility Needs	FEC
9010	Site Selection	Ø
9020	Facility Design	FEC
9030	Facility Construction	FEC
<i>Selection and Use of Architects and Contractors</i>		
9110	Selection and Use of Architects and Engineers	FEF
9115	Prequalification of Bidders for Construction Projects	FEF
9120	Bidding for Construction Work	FEF
6441/9121	Bidders' List	FEF
9125	Participation by Women- and Minority-Owned Businesses	Ø (FEF-R)
9130	Supervision of Construction Contracts	Ø
<i>Care and Maintenance</i>		
9200	Care and Maintenance of Facilities	ECF
9205	Pest Management	ECD
9210	Care and Maintenance of Grounds and Outdoor Equipment	Ø
9220	Security of Facilities	Ø
<i>Naming Facilities</i>		
9300	Naming Facilities	Ø
<i>Sale and Disposal</i>		
9400	Sale, Disposal, and Lease of Board-Owned Real Property	FL
9410 (custom)	Closing of School Facilities	FL

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