

**PLS POLICY MANUAL
CASWELL COUNTY SCHOOLS
PRELIMINARY CORRELATION TABLE**

NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
<i>Legal Status and Authority of the Board</i>		
1000	Legal Status of the Board and School System	∅
1010	Board Authority and Duties	∅
<i>Governing Principles and Goals</i>		
1100	Governing Principles	∅
1200	Governing Principle – Student Success	∅
1300	Governing Principle – Parental Involvement	∅
1310/4002	Parental Involvement	∅
1320/3560	Title I Parent and Family Engagement	335
1400	Governing Principle – School Initiatives	∅
1500	Governing Principle – Safe, Orderly and Inviting Environment	∅
1510/4200/7270	School Safety	815
1510/4200/7270-R	Responding to Bomb Threats	∅
1600	Governing Principle – Professional Development	∅
1610/7800	Professional and Staff Development	∅
1700	Governing Principle – Removal of Barriers	∅
1710/4020/7230	Discrimination and Harassment Prohibited by Federal Law	110, 450, 452
1720/4030/7235	Title IX Nondiscrimination on the Basis of Sex	110, 454
1725/4035/7236	Title IX Sexual Harassment – Prohibited Conduct and Reporting Process	450, 454-A
1726/4036/7237	Title IX Sexual Harassment Grievance Process	454-B
1730/4022/7231	Nondiscrimination on the Basis of Disabilities	110, 111
1740/4010	Student and Parent Grievance Procedure	325, 482
1742/5060	Responding to Complaints	325, 481
1750/7220	Grievance Procedure for Employees	725
1760/7280	Prohibition Against Retaliation	∅
1800	Governing Principle – Stewardship of	∅

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
	Resources	
<i>Board Operations</i>		
2000	Operational Goals of the Board	∅
2010	Board and Superintendent Relations	105
<i>Board Members</i>		
2100	Board Member Legal Status	∅
2110	Board Member Elections	∅
2115	Unexpired Term Fulfillment	205
2116	Removal from Office	∅
2120	Code of Ethics for School Board Members	200
2121	Board Member Conflict of Interest	545
2122	Role of Board Members in Handling Complaints	∅
2123	Board Member Opportunities for Development	∅
2125/7315	Confidential Information	766
2127	Board Member Technology Use	∅
2130	Board Member Compensation and Expenses	504
<i>Officers and Committees</i>		
2200	Election of Officers/Organization of Board	205
2210	Duties of Officers	205
2220	Official School Spokesperson	310 (?)
2230	Board Committees	205
<i>Board Meetings</i>		
2300	Board Meetings	205
2302	Remote Participation in Board Meetings	206 (confirm adoption)
2310	Public Participation at Board Meetings	205
2320	Compliance With the Open Meetings Law	∅
2321	Closed Sessions	∅
2325	Board Meeting News Coverage	∅

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2330	Board Meeting Agenda	205
2335	Advance Delivery of Meeting Materials	∅
2340	Parliamentary Procedures	205
2341	Quorum	∅
2342	Voting Methods	205
<i>Board Policies</i>		
2400	Board Policies	∅
2410	Policy Development	∅
2420	Adoption of Policies	105, 205
2430	Dissemination and Preservation of Policies	105
2440	Policy Review and Evaluation	105
2450	Suspension of Board Policies	205
2460	Administration in Policy Absence	∅
2470	Administrative Procedures	∅
2475	School Rules	∅
<i>Board Hearings</i>		
2500.OPTA	Hearings Before the Board	∅
2500.OPTB	Hearings Before the Board	∅
<i>Board Consultants and Liaisons</i>		
2600	Consultants to the Board	∅
2610	Board Attorney	704
2650	Liaison with School Boards Associations	∅
2670	Business Advisory Council	∅
<i>Goals and Objectives</i>		
3000	Goals and Objectives of the Educational Program	∅
<i>Curriculum Development, Delivery & Evaluation</i>		
3100	Curriculum Development	625
3101	Dual Enrollment	605
3102	Online Instruction	∅

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
3110	Innovation in Curriculum and Instruction	∅
3115	Curriculum and Instructional Guides	∅
3120	Lesson Planning	∅
3130	Grouping for Instruction	∅
3135	Homework	∅
3140	Evaluation of Instructional Programs	∅
<i>Instructional Materials</i>		
3200	Selection of Instructional Materials	625
3210	Parental Inspection of and Objection to Instructional Materials	625
3220	Technology in the Educational Program	∅
3225/4312/7320	Technology Responsible Use	630
3226/4205	Internet Safety	630
3227/7322	Web Page Development	∅
3228/7323	Use of Personal Technology to Conduct School Business	∅
3230/7330	Copyright Compliance	∅
<i>Time for Learning</i>		
3300	School Calendar and Time for Learning	∅
3320	School Trips	635
<i>Student Performance</i>		
3400	Evaluation of Student Progress	610
3405	Students At-Risk of Academic Failure	606
3410	Testing and Assessment Program	610
3420	Student Promotion and Accountability	411 (?), 605, 606
3430	School Improvement Plan	∅
3431	Conflict Resolution	∅
3440	Recognizing Excellence	605
3450	Class Rankings	605, 607
3460	Graduation Requirements	605

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
3470/4305	Alternative Learning Programs/Schools	∅
<i>Special Curriculum Objectives</i>		
3510	Religious-Based Exemptions from School Programs	∅
3515	Religion in the Schools	626
3520	Special Education Programs/Rights of Students with Disabilities	620
3530	Citizenship and Character Education	626
3540	Comprehensive Health Education Program	626, 627
1320/3560	Title I Parent and Family Engagement	335, 515
3565/8307	Title I Program Comparability of Services	515
3571/8228 (custom policy)	Sale of Products from Production Work Activities	645
<i>Services & Activities to Support Educ. Program</i>		
3610	Counseling Program	∅
3620	Extracurricular Activities and Student Organizations	430, 435, 635,751
3640/5130	Student Voter Registration and Preregistration	∅
<i>Student Focus</i>		
4000	Focus on Students	∅
4001	Equal Educational Opportunities	110
1310/4002	Parental Involvement	∅
4003	Translating Policies for Students and Parents	∅
1740/4010	Student and Parent Grievance Procedure	325, 482
1710/4020/7230	Discrimination and Harassment Prohibited by Federal Law	110, 450, 452
1730/4022/7231	Nondiscrimination on the Basis of Disabilities	110, 111
4023	Education for Pregnant and Parenting Students	∅
1720/4030/7235	Title IX Nondiscrimination on the Basis of Sex	110, 454
1725/4035/7236	Title IX Sexual Harassment – Prohibited Conduct and Reporting Process	450, 454-A

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
1726/4036/7237	Title IX Sexual Harassment Grievance Process	454-B
4040/7310	Staff-Student Relations	750, 795
4050	Children of Military Families	∅
<i>Admission and Assignment</i>		
4100	Age Requirements for Initial Entry	406, 407
4110	Immunization and Health Requirements for School Admission	408
4115	Behavior Standards for Transfer Students	406, 410
4120	Domicile or Residence Requirements	410
4125	Homeless Students	413
4130	Discretionary Admission	410, 415 (?)
4135	Tuition for Discretionary Admissions	410
4145 (Custom policy)	Foreign Exchange Students	415(?)
4150	School Assignment	410
4152	Unsafe School Choice Transfer	∅
4155	Assignment to Classes	411 (?)
<i>Safety</i>		
1510/4200/7270	School Safety	567, 815
1510/4200/7270-R	Responding to Bomb Threats	∅
4201/7271	Injury and Loss Prevention	567
4202/5029/7272	Service Animals in Schools	∅
3226/4205	Internet Safety	630
4210	Release of Students from School	∅
4220	Student Insurance Program	488
4230	Communicable Diseases – Students	420
4240/7312	Child Abuse and Related Threats to Child Safety	485
4250/5075/7316	North Carolina Address Confidentiality Program	∅
4260	Student Sex Offenders	307
4270/6145	Concussion and Head Injury	421

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
<i>Student Behavior</i>		
4300	Student Behavior Policies	450
4301	Authority of School Personnel	451
4302	School Plan for Management of Student Behavior	451
4302-R	Rules for Use of Seclusion and Restraint in Schools	451
3470/4305	Alternative Learning Programs/Schools	
4307	Disciplinary Action for Exceptional Children/Students with Disabilities	465
4310	Integrity and Civility	∅
3225/4312/7320	Technology Responsible Use	630
4315	Disruptive Behavior	456
4316	Student Dress Code	480
4318	Use of Wireless Communication Devices	456
4320	Tobacco Products – Students	455
4325	Drugs and Alcohol	470
4328	Gang-Related Activity	∅
4329/7311	Bullying and Harassing Behavior Prohibited	452-A
4330	Theft, Trespass and Damage to Property	305, 550
4331	Assaults and Threats	∅
4333	Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety	478
4334/5035/7345	Use of Unmanned Aircraft (Drones)	∅
4335	Criminal Behavior	450
4340	School-Level Investigations	∅
4341	Parental Involvement in Student Behavior Issues	∅
4342	Student Searches	453
4345	Student Discipline Records	∅
4351	Short-Term Suspension	465
4352	Removal of Student During the Day	∅

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
4353	Long-Term Suspension, 365-Day Suspension, Expulsion	465
4362	Requests for Readmission of Students Suspended for 365 Days or Expelled	∅
4370	Student Discipline Hearing Procedures	465
<i>Attendance</i>		
4400	Attendance	405
<i>Student Fees</i>		
4600	Student Fees	425
<i>Student Records</i>		
4700	Student Records	320, 440
4705/7825	Confidentiality of Personal Identifying Information	∅
4705/7825-R	Confidentiality of Personal Identifying Information	∅
4720	Surveys of Students	310(?)
<i>Relationship w/ Parents and the Community</i>		
5000	Schools and the Community	∅
5008	Automated Phone and Text Messaging	∅
5010	Parent Organizations	330
5013/9033 (custom policy)	Volunteer Capital Projects	817
5015	School Volunteers	792
5020	Visitors to the Schools	305, 315
5022	Registered Sex Offenders	307
5024/6127/7266	Emergency Epinephrine Auto-Injector Devices	423
5025	Prohibition of Drugs and Alcohol	316
5026/7250	Smoking and Tobacco Products	455, 736
5027/7275	Weapons and Explosives Prohibited	∅
5028/6130/7267	Automated External Defibrillator	∅
4202/5029/7272	Service Animals in Schools	∅
5030	Community Use of Facilities	751, 820

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
		825 (make R)
4334/5035/7345	Use of Unmanned Aircraft (Drones)	Ø
5040	News Media Relations	310 (?)
5050	Emergency Closings	Ø
1742/5060	Responding to Complaints	325, 481
5070/7350	Public Records – Retention, Release and Disposition	Ø
5071/7351	Electronically Stored Information Retention	Ø
4250/5075/7316	North Carolina Address Confidentiality Program	Ø
<i>Relationship with Other Governmental Agencies</i>		
5100	Relationship with Other Governmental Agencies	Ø
5110	Relationship with County Commissioners	Ø
5120	Relationship with Law Enforcement	Ø
3640/5130	Student Voter Registration and Preregistration	Ø
5210	Distribution and Display of Non-School Material	Ø
5220	Collections and Solicitations	445
5230	Participation in Research Projects	640
5240	Advertising in the Schools	445
<i>Support Services</i>		
6000	Support Services	Ø
<i>Student Health Services</i>		
6100	Goals of Student Health Services	Ø
6110	Organization of Student Health Services	Ø
6120	Student Health Services	Ø
6125	Administering Medicines to Students	422
5024/6127/7266	Emergency Epinephrine Auto-Injector Devices	423
5028/6130/7267	Automated External Defibrillator	Ø
6140	Student Wellness	424

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
4270/6145	Concussion and Head Injury	421
<i>Student Food Services</i>		
6200	Goals of Student Food Services	950
6210	Organization of Student Food Services	∅
6220	Operation of Student Food Services	950, 955
6225	Free and Reduced Price Food Services	950
6230	School Meal and Competitive Foods Standards	950, 952
<i>Student Transportation Services</i>		
6300	Goals of Student Transportation Services	∅
6305	Safety and Student Transportation Services	910, 925
6306	School Bus Idling	911
6306-R	School Bus Idling Procedures	911
6310	Organization of Student Transportation Services	∅
6315	Drivers	905, 915
6320	Use of Student Transportation Services	910, 915, 920
6321	Bus Routes	910
6322	Student Assignment to Buses	910
6325	Parking Areas for Students	425
6330	Insurance for Student Transportation	920
6340	Transportation Service/Vehicle Contracts	∅
<i>Purchasing Function</i>		
6400	Goals of the Purchasing Function	545
6401/9100	Ethics and the Purchasing Function	∅
6402	Participation by Historically Underutilized Businesses	545
6410	Organization of the Purchasing Function	545
6420	Contracts with the Board	545, 806
6421	Pre-Audit and Disbursement Certifications	503, 545
6425	Continuing Contracts	545

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
6430	State Purchasing Requirements for Equipment, Materials, and Supplies	545
6441/9121	Bidders' List	545
6442	Vendor Lists	545
6450	Purchase of Services	∅
<i>Equipment, Materials and Supplies</i>		
6500	Goals of Equipment, Materials, and Supplies Services	510
6510	Organization of Equipment, Materials, and Supplies Services	510
6520	Use of Equipment, Materials, and Supplies	510
6521	Personal Use of Equipment, Materials, and Supplies	510
6522	Use of Equipment, Materials, and Supplies by Non-School Groups	555
6523 (custom policy)	Use of Board Furnished Vehicles	560
6524	Network Security	∅
6525	Instructional Materials Services	510
6530	Resource Conservation	510
6540	Hazardous Materials	830
6550	Vandalism	550
6560	Disposal of Surplus Property	555
<i>Personnel Administration (custom section division)</i>		
7000 (custom policy)	Personnel Disclaimer	700
<i>Recruitment and Selection of Personnel</i>		
7100	Recruitment and Selection of Personnel	701, 750
7110	Information Provided by Applicant or Employee	701
7120	Employee Health Certificate	701
7130	Licensure	∅
<i>Work Environment</i>		
7210	Staff Involvement in Decision Making	∅
1750/7220	Grievance Procedure for Employees	725

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1710/4020/7230	Discrimination and Harassment Prohibited by Federal Law	110, 450, 452
1730/4022/7231	Nondiscrimination on the Basis of Disabilities	110, 111
7232	Discrimination and Harassment in the Workplace	110, 745
1720/4030/7235	Title IX Nondiscrimination on the Basis of Sex	110, 454
1725/4035/7236	Title IX Sexual Harassment – Prohibited Conduct and Reporting Process	450, 454-A
1726/4036/7237	Title IX Sexual Harassment Grievance Process	454-B
7240	Drug-Free and Alcohol-Free Workplace	735, 740
7241	Drug and Alcohol Testing of Commercial Motor Vehicle Operators	740
5026/7250	Smoking and Tobacco Products	455, 736
7260	Occupational Exposure to Bloodborne Pathogens	755
7262	Communicable Diseases – Employees	Ø
7265	Occupational Exposure to Hazardous Chemicals in Science Laboratories	830
5024/6127/7266	Emergency Epinephrine Auto-Injector Devices	423
5028/6130/7267	Automated External Defibrillator	Ø
1510/4200/7270	School Safety	567, 815
1510/4200/7270-R	Responding to Bomb Threats	Ø
4201/7271	Injury and Loss Prevention	567
4202/5029/7272	Service Animals in Schools	Ø
5027/7275	Weapons and Explosives Prohibited	Ø
1760/7280	Prohibition Against Retaliation	Ø
<i>Staff Responsibilities</i>		
7300	Staff Responsibilities	700-A, 711
4040/7310	Staff-Student Relations	750, 795
4239/7311	Bullying and Harassing Behavior Prohibited	452-A
4240/7312	Child Abuse and Related Threats to Child Safety	485

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2125/7315	Confidential Information	766
4250/5075/7316	North Carolina Address Confidentiality Program	Ø
3225/4312/7320	Technology Responsible Use	630
3227/7322	Web Page Development	Ø
3228/7323	Use of Personal Technology to Conduct School Business	Ø
3230/7330	Copyright Compliance	Ø
7335	Employee Use of Social Media	712
7340	Employee Dress and Appearance	796
4334/5035/7345	Use of Unmanned Aircraft (Drones)	Ø
5070/7350	Public Records – Retention, Release and Disposition	Ø
5071/7351	Electronically Stored Information Retention	Ø
7360/8225	Crowdfunding on Behalf of the School System	Ø
7360/8225-Alt	Crowdfunding on Behalf of the School System [Alternative]	Ø
<i>Specific Employment Relationships</i>		
7400	Job Descriptions	708, 709
7405	Extracurricular and Non-Instructional Duties	Ø
7410	Teacher Contracts	703
7420	Superintendent Contract	Ø
7422	Deputy/Associate/Assistant Superintendent Contracts	Ø
7425	School Administrator Contracts	Ø
7430	Substitute Teachers	790
7440	Assignments/Reassignments/ Transfers	702, 706, 707
<i>Workday and Absences</i>		
7500	Workday and Overtime	532, 702, 785
7503	Teleworking	Ø
7505	Compliance with State Board of Education Employment Policies	Ø

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NCSBA (PLS) Policy #	NCSBA (PLS) Policy Title	Current Caswell BOE Policy #
7510	Leave	730, 731, 732
7520	Family and Medical Leave	731
7530	Military Leave	∅
7540	Voluntary Shared Leave	733
7541	Sick Leave Bank	∅
7550	Absences Due to Inclement Weather	780
7560	Permitted Salary Deductions for Absences and Discipline of Exempt Employees	∅
<i>Benefits</i>		
7605/8327 (custom policy)	Payroll	530
7610	Defense of Board Employees	567, 714, 715
7620	Payroll Deductions	535
7630 (custom policy)	Staff Insurance Program	537
7635	Return to Work	567
7650	Employee Travel and Other Expense Reimbursement	540
<i>Non-Job Related Activities</i>		
7710	Membership in Professional Organizations	∅
7720	Employee Political Activities	751, 798
7730	Employee Conflict of Interest	545, 710, 750, 760
7740 (custom policy)	Professional Publishing	799
<i>Development and Evaluation</i>		
1610/7800	Professional and Staff Development	∅
7805	Superintendent Evaluation	∅
7810	Evaluation of Licensed Employees	770, 771
7811	Plans for Growth and Improvement of Licensed Employees	772
7815	Evaluation of Non-Licensed Employees	∅
7820	Personnel Files	320, 765
7821	Petition for Removal of Personnel Records	∅
4705/7825	Confidentiality of Personal Identifying Information	∅

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4705/7825-R	Confidentiality of Personal Identifying Information	∅
<i>Separation</i>		
7900	Resignation	775
7910	Retirement	∅
7920	Reduction in Force: Teachers and School Administrators	720
7921	Classified Personnel Reduction	∅
7930	Professional Employees: Demotion and Dismissal	∅
7940	Classified Personnel: Suspension and Dismissal	∅
7950	Non-Career Status Teachers: Nonrenewal	705
<i>Fiscal Goals</i>		
8000	Fiscal Goals	∅
<i>Budget Process</i>		
8100	Budget Planning and Adoption	501, 503
8110	Budget Resolution	501
<i>Revenue Sources</i>		
8210	Grants and Funding for Special Projects	502
8220	Gifts and Bequests	520
7360/8225	Crowdfunding on Behalf of the School System	∅
7360/8225-Alt	Crowdfunding on Behalf of the School System [Alternative]	∅
3571/8228 (custom policy)	Sale of Products from Production Work Activities	645
8230	Penalties, Fines and Forfeitures	502
<i>Fiscal Accountability</i>		
8300	Fiscal Management Standards	∅
8305	Federal Grant Administration	∅
3565/8307	Title I program Comparability of Services	515
8310	Annual Independent Audit	505
8320	Depositories	503

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8325	Daily Deposits	503
7605/8327 (custom policy)	Payroll	530
8330	Facsimile Signatures	503
8340	Insurance	564, 565
8341	Limited Claim Settlement	550
8350	Fixed Assets Inventory	510
<i>Separate Accounts</i>		
8410	Individual School Accounts	502
<i>Personnel Duties</i>		
8510	School Finance Officer	502, 503
8520	School Treasurer	704
8530	Fidelity Bonds	566
<i>Facility Planning and Construction</i>		
9000	Planning to Address Facility Needs	815
9010	Site Selection	Ø
9020	Facility Design	800
9030	Facility Construction	806
5013/9033 (custom policy)	Volunteer Capital Projects	817
<i>Selection & Use of Architects & Contractors</i>		
6401/9100	Ethics and the Purchasing Function	Ø
9110	Use and Selection of Architects, Engineers, Surveyors, and Construction Managers at Risk	Ø
9115	Prequalification of Bidders for Construction Projects	Ø
9120	Bidding for Construction Work	805
6441/9121	Bidders' List	545
9125	Participation by Minority Businesses	Ø
9130	Supervision of Construction Contracts	Ø

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<i>Care and Maintenance</i>		
9200	Care and Maintenance of Facilities	550, 567, 815
9205	Pest Management	832
9210	Care and Maintenance of Grounds and Outdoor Equipment	815
9220	Security of Facilities	815
<i>Naming Facilities</i>		
9300	Naming Facilities	810
<i>Sale and Disposal</i>		
9400	Sale, Disposal, and Lease of Board-Owned Real Property	555