

TABLE OF CONTENTS

ARTICLE 1: COMMUNITY RELATIONS

Communication With the Public

Introductory Statement.....	1100
Advertising and Promotion.....	1105
Bulletin Boards, Display Case, Posted Material.....	1110
Publications, Radio, and Television.....	1115
Purchasing and Business Representatives.....	1120
Purchasing and Business Representatives.....	AR-1120
Ordering of Supplies and Equipment.....	1125
Board Meetings and Media Coverage.....	1130
Annual Performance Report.....	1135

Participation by the Public

Public Input to the Board of Education.....	1205
Complaints Involving School Personnel.....	1210
Complaints About Instructional Materials.....	1215
Citizens' Advisory Committees.....	1220
Visiting School.....	1225
Parent-Teacher Conferences.....	1230
Parental Involvement in the Schools.....	1235

Public Activities Involving Staff, Students, or School Facilities

Staff Participation in Community Affairs.....	1305
Rebate to School Personnel.....	1310
Soliciting Funds From and By Students.....	1315
Request to Contact Students.....	1320
Use of School Facilities.....	1325
Rental Fees for School Facilities and Equipment.....	AR-1325
Facility Use Contract.....	1325.1
Custodial Support in Facility Rentals.....	1325.3
Damage to Facilities or Equipment.....	1325.5
Request to Modify Facilities.....	1325.7
Reporting and Reviewing of Facilities or Equipment Use.....	1325.9
Guidelines for Use of School Facilities.....	1330
Hold Harmless and Indemnity Agreement.....	AR-1330b

Relationship with Other Governmental Agencies

Police and Fire Departments.....	1405
Health Departments.....	1410
County and Intermediate Units.....	1420

Relations with Area, State, Regional, and National Organizations

Relations with Activities Associations and Athletic Conferences...	1505
--	------

ARTICLE 2: ADMINISTRATION

Administrative Staff Organization

Administrative Organization, Authority, and Responsibility.....	2005
Line and Staff Relationships.....	2010

TABLE OF CONTENTS

Superintendent of Schools

Employment of the Superintendent of Schools.....	2105
Superintendent Responsibilities.....	2110
Responsibilities of the Superintendent.....	AR-2110
Superintendent Evaluation Procedures.....	2115
Superintendent Evaluation Form.....	AR-2115

Administrative Positions

Employment of Administrators Other Than the Superintendent.....	2205
Building Principals.....	2210
Responsibilities of the Principals.....	AR-2210
Activities Director.....	2220
Responsibilities of the Activities Director.....	AR-2220
School Health Nurse.....	2225
Responsibilities of the School Health Nurse.....	AR-2225

Professional Growth

Attending Professional Growth Meetings.....	2305
---	------

Emergencies

Emergency Responses.....	2405
School Closing Information.....	AR-2405
Use of Automated Defibrillator (AED).....	AR-2405.1

ARTICLE 3: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Concept and Roles in Business and Non-Instructional Operations

Business Management Philosophy.....	3000
-------------------------------------	------

Budget/Budget System

Budget.....	3105
Special Funds.....	3110

Income

Depository, Investments, Tax Anticipation Notes.....	3205
Out of District Tuition Students.....	3210
Enrollment Option Students.....	3215

Expenditures and Spending Authority

Purchasing.....	3305
Public Lettings.....	3305.1

Accounting System

Accounting.....	3405
Fund Raising, Booster Organizations.....	3410
Deposit of Warrants.....	3415

Non-Instructional Operations

Insurance and Inventory.....	3505
Employee Bonds.....	3515
Student Transportation.....	3520
Transportation Contract.....	3520.1
Transportation Responsibilities.....	3520.3

TABLE OF CONTENTS

Transportation Vehicle Inspections.....	3520.5
Transportation Liability Insurance.....	3520.7
Transportation Accident Procedures.....	3525
Travel and Reimbursement.....	3530
Food Service.....	3535
Records Management & Disposition	3540

ARTICLE 4: PERSONNEL

Concepts and Roles in Personnel

Introductory Statement.....	4000
Notice of Nondiscrimination.....	4005
Sexual Harassment.....	4010
Child Abuse.....	4015
Use and Care of School Equipment and Facilities.....	4020
Insurance.....	4025
Work Area Safety and Accident Reporting.....	4030
Work on Inclement Weather Days.....	4035
Notice of Health Information Privacy Practices.....	4039
Health Related Absences.....	4040
Leave.....	4041
National Guard/Reserves and Jury Duty.....	4045
Assignments, Transfers, Posting Vacancies.....	4050
Teaching Duties.....	AR-4050
Pay Periods, Classified and Certified.....	4055
Personnel Records.....	4060
Employee Access to Personnel Files.....	4060.1
Tobacco Use.....	4065
Drug Free School and Community Policy.....	4070
Human Immunodeficiency Virus (HIV).....	4075
Student Threats.....	4080
Student Punishment/Corporal Punishment.....	4085
Employment Background Checks.....	4090

Personnel-Classified Staff

Introductory Statement and Description.....	4200
"At Will" Employee Status.....	4205
Compensation and Leave for Classified Personnel.....	4210
Staff Development.....	4220
Evaluation.....	4225
Termination Procedure.....	4230
Grievance Procedure for Classified Employees.....	4235
Job Descriptions, Classified Personnel.....	4240
Job Descriptions, Custodians.....	AR-4240.1
Job Descriptions, Secretaries.....	AR-4240.3
Job Descriptions, Central Office Personnel.....	AR-4240.5
Job Descriptions, Para Professionals.....	AR-4240.7
Job Descriptions, Cafeteria Workers.....	AR-4240.11
Job Descriptions, Lunch Program Manager.....	AR-4240.13
Job Descriptions, Head of Maintenance.....	AR-4240.15

Personnel - Certified Staff

Introductory Statement and Description.....	4500
---	------

TABLE OF CONTENTS

Work Day-Certified Personnel.....	4505
Salary Guides.....	4515
Tax-Sheltered Annuity.....	4520
Tax-Sheltered Annuity.....	AR-4520
Teacher Selection.....	4525
Teacher Contract.....	4530
Extra Duty Assignments.....	4535
Contract Year and Extended Contracts.....	4540
Staff Supervision and Evaluation.....	4550
Outside Employment.....	4555
Job Description, Certified.....	4560
Job Description, Teacher.....	AR-4560.1
Job Description, Counselor.....	AR-4560.3
Job Description, Media Director.....	AR-4560.5
Job Description, Librarian.....	AR-4560.7
Job Description, Speech Therapist.....	AR-4560.9
Job Description, Coach.....	AR-4560.11
Job Description, Department Head.....	AR-4560.13
Job Description, Substitute Teacher.....	AR-4560.15
Job Description, Special Education Coordinator.....	AR-4560.17

Certified Personnel Relations

Collective Bargaining.....	4605
Disciplinary Action/Termination.....	4610
Informal Hearings.....	4615
Due Process Hearing.....	4620
Reduction-In-Force (RIF).....	4630
Professional Growth.....	4635

ARTICLE 5: STUDENTS

Concept and Role in Student Personnel

Introductory Statement.....	5000
-----------------------------	------

Admission and Attendance

Admission Requirements.....	5105
Full-Time and Part-Time Enrollment.....	5105.1
Admission of Expelled or Suspended Students.....	5105.2
From Other Districts	
Discontinuation of Enrollment for Children Younger Than Six Years of Age.....	5106
Residency.....	5110
Transfer Between Attendance Centers.....	5110.1
Application.....	AR-5110.1
Nonresident Students.....	5115
Attendance Policy (Excessive Absenteeism and Reporting Habitual Truancy).....	5120
Detaining Students Outside Normal School Hours.....	5120.1
Student Fee Policy.....	5150

Progress and Records

Confidentiality of Records.....	5205
Student Progress, Promotion and Retention.....	5210
Eligibility.....	5215

TABLE OF CONTENTS

Graduation Requirements/Early Graduation.....	5220
Curriculum and Assigned Class Loads.....	AR-5220
Grading.....	5225

Student Activities

Activity Funds.....	5305
Social Activities.....	5310
Initiation.....	5320
Activity Buses.....	5325

Student Health and Welfare

Illness and Accidents.....	5405
Student Medication.....	5410
Health Examination-Scoliosis Screening.....	5415
School Wellness Policy.....	5416
Wellness Goals, Nutrition Guidelines.....	AR-5416
and Implementation Plan	
HIV Infection - Students.....	5420

Student Rights, Responsibilities, and Care of Property

Student Conduct.....	5505
Student Conduct on Buses.....	5510
Student Driving and Parking Regulations.....	5515
Care of School Property.....	5520
Lockers.....	5525
Police Questioning and Apprehension.....	5530
Emergency Drills.....	5535
Secret Organizations.....	5540
Invocations or Benedictions at School or School Related Events....	5545
Freedom of Speech.....	5550
Drugs, Tobacco and Alcohol.....	5555
Suspension and Expulsion.....	5560
Alternative Educational Program.....	5561
Student Discrimination.....	5565
Anti-Bullying Policy.....	5800

ARTICLE 6: INSTRUCTION

Elementary and Secondary Instruction

Introductory Statement.....	6000
School Calendar and Work Day.....	6005
School Year Hours.....	6010
Instruction Period, Activities and Released Times.....	6010.1
Organizational Plan.....	6015

Curriculum

Introduction and Objectives.....	6200
Multi-Cultural Education.....	6205
Curriculum Changes and Curriculum Guides.....	6210
Experimental/Innovative Programs.....	6215
Steps for Adding New Courses or Implementation.....	AR-6215
Of Experimental or Innovative Programs	
Character Education.....	6220

TABLE OF CONTENTS

Sex Education.....	6225
--------------------	------

Extra Class Activities

Ceremonies and Observances.....	6305
Public Performances, Assemblies, Convocations, and Exhibitions....	6310
Field Trips.....	6315
Guidelines for Field Trips and Student Activities.....	AR-6315
Student Production of Services and Materials.....	6320

Instructional Resources and Testing

Equipment, Books, Materials of Instruction.....	6405
Textbooks and Workbooks.....	AR-6405
Library-Media, Selection and Review.....	6410
Request for Reconsideration of Media.....	AR-6410
Parental Permission to Borrow Flagged Media.....	6410.1
Examinations and Testing.....	6415
Internet Policy.....	6420

Curriculum Extensions

Free Appropriate Public Education.....	6505
Full Educational Opportunity Goal.....	6505.1
Childfind.....	6505.2
Identification, Evaluation and Verification.....	6505.3
Individualized Education Program.....	6505.5
Transition From Early Intervention Services.....	6505.6
to Preschool Program	
Participation in Assessments.....	6505.7
Least Restrictive Environment.....	6505.8
Children in Non-Public Schools.....	6505.9
Procedural Safeguards/Confidentiality.....	6505.10
Transportation.....	6505.11
Personnel Standards.....	6505.13
Performance Goals and Indicators.....	6505.14
Suspension and Expulsion Reporting.....	6505.15
Guidance.....	6510
Multiple Enrollment.....	6515
Adult Education.....	6520

ARTICLE 8: INTERNAL OPERATIONS

Concept and Role of Internal Operations

Code of Ethic.....	8000
--------------------	------

Organization

General Policy Statement.....	8100
Purpose and Role of Board of Education.....	8105
Standing Committees/Temporary Committees.....	8110

Members

Orienting New Board Members.....	8205
Opportunities for Development - Board Members.....	8210
Evaluation of Board of Education.....	8215
Board of Education Self-Evaluation Instrument.....	AR-8215

TABLE OF CONTENTS

Remuneration and Reimbursement.....	8220
Conflict of Interest.....	8225

Method of Operation

Formulation of Policies.....	8305
Formulation of Administrative Regulations.....	8310
Role and Function of the Board Meeting.....	8315
Types of Meetings.....	8320
Determining Agenda.....	8325
Delayed Action of Certain Agenda Items.....	8330
Procedures for Addressing the Board of Education.....	8335
Membership in School Board Associations.....	8340
Board Records.....	8345
General Compliance Policy.....	8350

ARTICLE 9: BYLAWS OF THE BOARD OF EDUCATION

Role of Board and Members

Introductory Statement.....	9000
-----------------------------	------

Organization and Election of Officials

School District Organization.....	9105
Number of Members, Terms of Office, and Vacancies.....	9110
Procedures for Filling a Board Vacancy.....	AR-9110
Officers.....	9115
Attorney.....	9120
Auditor.....	9125

Methods of Operation

Members Dealing with Complaints.....	9205
Proposed Adoptions and Amendments of Bylaws and Policies.....	9210
Adoption and Amendment of Administrative Regulations.....	9215
Suspension of Policies, Bylaws, and Regulations.....	9220
Parliamentary Procedure.....	9225
Quorum.....	9225.1
Order of Business.....	9225.3
Management of Bank Accounts.....	9230

Community Schools Operating Councils

Elementary Attendance Center Operating Councils.....	9305
Regulations for Operating Councils.....	AR-9305