

## TABLE OF CONTENTS

### MONTROSE AREA SCHOOL DISTRICT POLICY MANUAL

#### 000 LOCAL BOARD PROCEDURES

000	Introduction
001	Name And Classification
002	Authority And Powers
003	Functions
004	Membership
004.1	Board Related Expenses
005	Organization
006	Meetings
006.1	Use Of Teleconferencing
007	Policy Manual Access
008	Organization Chart
009	Development/Enactment Of Board Policy
011	Board Governance Standards/Code of Conduct

## 100 PROGRAMS

100	Strategic Plan
101	Philosophy Of Education/Belief/Vision/Mission Statements
102	Academic Standards
103	Nondiscrimination In School And Classroom Practices
103.1	Nondiscrimination – Qualified Students With Disabilities
104	Nondiscrimination In Employment/Contract Practices
105	Curriculum Development
105.1	Curriculum Review By Parents And Students
105.2	Exemption From Instruction
106	Guides For Planned Instruction
107	Adoption Of Planned Instruction
108	Adoption Of Textbooks
109	Resource Materials
110	Instructional Supplies
111	Lesson Plans
112	Guidance Counseling
113	Special Education
113.1	Discipline Of Students With Disabilities
113.2	Behavior Support Plan
113.3	Screening And Evaluations For Students With Disabilities
113.4	Confidentiality Of Special Education Student Information
114	Gifted Education
115	Vocational Technical Education
116	Tutorial Instruction
117	Homebound Instruction
118	Independent Study
119	Current Events
121	Field Trips
122	Extracurricular Activities
123	Interscholastic Athletics
123.1	Varsity Club
124	Summer School
125	Adult Education
126	Class Size
127	Assessment Of Educational Program
130	Homework
132	Alternative Education Program
137	Home Education Programs
137.1	Extracurricular Participation By Home Education Students
138	Limited English Proficiency Program
140	Charter Schools
140.1	Extracurricular Participation By Charter/Cyber Charter Students
142	Migrant Students

100 PROGRAMS (continued)

143	Standards For Persistently Dangerous Schools
144	Standards For Victims Of Violent Crimes
146	Student Services

## 200 PUPILS

200	Enrollment In District
201	Admission Of Students
202	Eligibility Of Nonresident Students
203	Communicable Diseases And Immunization
203.1	HIV Infection
204	Attendance
204.1	Attendance/Blended Schools
206	Assignment Within District
207	Confidential Communications Of Students
208	Withdrawal From School
209	Health Examinations/Screenings
210	Use Of Medications
210.1	Possession/Use Of Asthma Inhalers/Epinephrine Auto-Injectors
211	Student Accident Insurance
212	Reporting Student Progress
213	Assessment Of Student Progress
214	Class Rank
215	Promotion And Retention
216	Student Records
216.1	Supplemental Discipline Records
217	Graduation Requirements
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
219	Student Complaint Process
220	Student Expression/Distribution And Posting Of Materials
221	Dress And Grooming
222	Tobacco Use
223	Use Of Motor Vehicles
224	Care Of School Property
225	Relations With Law Enforcement Agencies
226	Searches
227	Controlled Substances/Paraphernalia
228	Student Government
229	Student Fundraising
230	Public Performances By Students
231	Social Events And Class Trips
232	Student Involvement In Decision-Making
233	Suspension And Expulsion
234	Pregnant/Married Students
235	Student Rights/Surveys
236	Student Assistance Program
237	Electronic Devices
239	Foreign Exchange Students

200 PUPILS (continued)

240	Recognition Of Achievement
241	Early Admissions
246	Student Wellness
247	Hazing
248	Unlawful Harassment
249	Bullying/Cyberbullying
250	Student Recruitment
251	Homeless Students

## 300 ADMINISTRATIVE EMPLOYEES

301	Creating A Position
302	Employment Of Superintendent
303	Employment Of Administrators
304	Employment Of District Staff
308	Employment Contract
309	Assignment And Transfer
310	Abolishing A Position
311	Suspensions And Furloughs
312	Evaluation Of Superintendent
313	Evaluation Of Administrative Employees
314	Physical Examination
314.1	HIV Infection
316	Nontenured Employees
317	Conduct/Disciplinary Procedures
319	Outside Activities
320	Freedom Of Speech In Nonschool Settings
321	Political Activities
322	Gifts
323	Tobacco Use
324	Personnel Files
325	Dress And Grooming
326	Complaint Process
327	Management Team
328	Compensation Plan
331	Job Related Expenses
333	Professional Development
334	Sick Leave
335	Family and Medical Leaves
336	Personal Necessity Leave
337	Vacation
338	Sabbatical Leave
338.1	Compensated Professional Leaves
339	Uncompensated Leave
342	Jury Duty
348	Unlawful Harassment
351	Drug And Substance Abuse

## 400 PROFESSIONAL EMPLOYEES

- 401 Creating A Position
- 404 Employment Of Professional Employees
- 405 Employment Of Substitute Professional Employees
- 406 Employment Of Summer School Staff
- 407 Student Teachers
- 408 Employment Contract
- 409 Assignment And Transfer
- 410 Abolishing A Position
- 411 Suspensions And Furloughs
- 412 Evaluation Of Professional Employees
- 413 Evaluation Of Temporary Professional Employees
- 414 Physical Examination
- 414.1 HIV Infection
- 416 Nontenured Staff Members
- 417 Conduct/Disciplinary Procedures
- 418 Penalties For Tardiness
- 419 Outside Activities
- 420 Freedom Of Speech In Noninstructional Settings
- 421 Political Activities
- 422 Gifts
- 423 Tobacco Use
- 424 Personnel Files
- 425 Dress And Grooming
- 426 Complaint Process
- 428 Salary Determination
- 429 Substitute Compensation
- 431 Job Related Expenses
- 432 Working Periods
- 433 Professional Development
- 434 Sick Leave
- 435 Family And Medical Leaves
- 436 Personal Necessity Leave
- 438 Sabbatical Leave
- 438.1 Compensated Professional Leaves
- 439 Uncompensated Leave
- 440 Responsibility For Student Welfare
- 442 Jury Duty
- 448 Unlawful Harassment
- 451 Drug And Substance Abuse

## 500 SUPPORT EMPLOYEES

501	Creating A Position
504	Employment Of Support Employees
505	Employment Of Substitute And Short-Term Employees
506	Employment Of Summer School Staff
508	Employment Contract
509	Assignment And Transfer
511	Suspensions And Furloughs
512	Evaluation Of Support Employees
514	Physical Examination
514.1	HIV Infection
517	Conduct/Disciplinary Procedures
518	Penalties For Tardiness
519	Outside Activities
523	Tobacco Use
524	Personnel Files
525	Dress And Grooming
526	Complaint Process
528	Salary Determination
529	Substitute Compensation
530	Overtime
531	Job Related Expenses
532	Working Periods
534	Sick Leave
535	Family And Medical Leaves
536	Personal Necessity Leave
537	Vacation
539	Uncompensated Leave
541	Benefits For Part-time Personnel
542	Jury Duty
543	Paid Holidays
548	Unlawful Harassment
551	Drug And Substance Abuse

## 600 FINANCES

601	Fiscal Objectives
602	Budget Planning
603	Budget Preparation
604	Budget Adoption
605	Tax Levy
606	Tax Collection
607	Tuition Income
608	Bank Accounts
609	Investment Of District Funds
610	Purchases Subject To Bid
611	Purchases Budgeted
612	Purchases Not Budgeted
613	Cooperative Purchasing
614	Payroll Authorization
615	Payroll Deductions
616	Payment Of Bills
617	Petty Cash
618	Student Activity Funds
619	District Audit
620	Fund Balance
621	Local Taxpayer Bill Of Rights
622	GASB Statement 34
624	Taxable Fringe Benefits
626	Federal Fiscal Compliance

## 700 PROPERTY

701	Facilities Planning
702	Gifts, Grants, Donations
703	Sanitary Management
704	Maintenance
705	Safety
706	Property Records
707	Use Of School Facilities
708	Lending Equipment And Books
709	Building Security
710	Use Of Facilities By Staff
715	Use Of FAX Machines
716	Integrated Pest Management
717	Cellular Telephones
718	Service Animals In Schools

## 800 OPERATIONS

800	Records Management
801	Public Records
802	School Organization
803	School Calendar
804	School Day
805	Emergency Preparedness
806	Child/Student Abuse
807	Opening Exercises/Flag Displays
808	Food Services
808.1	Free/Reduced-Price Meals And Free Milk
810	Transportation
810.1	Drug/Alcohol Testing - Covered Drivers
811	Bonding
812	Property Insurance
813	Other Insurance
814	Copyright Material
815	Acceptable Use Of Internet, Computers And Network Resources
818	Contracted Services
819	Suicide
825	State Mandate Waivers
828	Fraud
830	Breach Of Computerized Personal Information

900 COMMUNITY

- 901 Public Relations Objectives
- 902 Publications Program
- 903 Public Participation In Board Meetings
- 904 Public Attendance At School Events
- 905 Citizen Advisory Committees
- 906 Public Complaints
- 907 School Visitors
- 908 Relations With Parents/Guardians
- 909 Municipal Government Relations
- 910 Community Engagement
- 911 News Media Relations
- 912 Relations With Educational Institutions
- 913 Nonschool Organizations/Groups/Individuals
- 914 Relations With Intermediate Unit
- 915 School Related Groups/Organizations
- 917 Parent/Family Involvement
- 918 Title I Parent Involvement
- 919 District/School Report Cards