

TABLE OF CONTENTS

HIGHLANDS SCHOOL DISTRICT POLICY MANUAL

000 LOCAL BOARD PROCEDURES

000	Board Policy/Procedure/Administrative Regulations
001	Name And Classification
002	Authority And Powers
003	Functions
004	Membership
005	Organization
006	Meetings
007	Distribution

HIGHLANDS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD POLICY/PROCEDURE/
ADMINISTRATIVE
REGULATIONS

ADOPTED: September 20, 2004

REVISED:

000. BOARD POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS

The Board of School Directors of Highlands School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the school district.

Section 1. Purpose Of Policy/Local Board Procedure

The policies and local Board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the school district are to be governed. As applicable, all members of the Highlands School District community shall be expected to comply with Board policy and procedure, subject to the limitations established in this policy.

Section 2. Contents Of Policy Manual

a. Local Board Procedures

The bylaws and rules that pertain to Board governance shall hereinafter be referred to as Local Board Procedures and shall be policy series 000: Local Board Procedures.

b. Policies

The rules and guidelines that pertain to the safe and orderly operation of the school district shall hereinafter be referred to as Policy and shall be policy series 100: Programs, 200: Pupils, 300: Administrative Employees, 400: Professional Employees, 500: Classified Employees, 600: Finances, 700: Property, 800: Operations, and 900: Community.

HIGHLANDS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: NAME AND CLASSIFICATION

ADOPTED: September 20, 2004

REVISED:

	001. NAME AND CLASSIFICATION
SC 201	<p>Section 1. <u>Name</u></p> <p>The Board of School Directors shall be known officially as the Board of School Directors of Highlands School District, hereinafter sometimes referred to as the "Board".</p>
	<p>Section 2. <u>Composition</u></p> <p>Highlands School District is comprised of all lands that lie within the municipal boundaries of Fawn Township, Harrison Township, Brackenridge Borough and Tarentum Borough.</p>
PA Const. Art. III, Sec. 14 SC 501, 502, 503	<p>Section 3. <u>Purpose</u></p> <p>Highlands School District is organized for the purpose of providing a program of public education to serve the needs of the students of the Commonwealth.</p>
SC 951, 952	<p>Section 4. <u>Intermediate Unit</u></p> <p>Highlands School District is assigned to Allegheny Intermediate Unit No. 3.</p>
SC 202	<p>Section 5. <u>Classification</u></p> <p>Highlands School District is classified as a school district of the third class.</p>
	<p>Section 6. <u>Address</u></p> <p>The official address of the Board of School Directors of Highlands School District shall be PO Box 288, 1330 Eleventh Avenue, Natrona Heights, PA 15065.</p>

SCHOOL BOARD PROCEDURES

AUTHORITY AND POWERS

September 20, 2004

HIGHLANDS SCHOOL DISTRICT

002. AUTHORITY AND POWERS	
PA Const. Art. III Sec. 14 SC 211, 301, 501, 507, 510	<p>Section 1. <u>Authority</u></p> <p>The authority to establish, equip, furnish, operate and maintain the public schools of Highlands School District is vested in the Board of School Directors, which is a body corporate and is constituted and governed by Title 24 of the Pennsylvania Statutes, the Public School Code of 1949 as amended, and Article III of the Constitution and applicable federal and state laws and regulations.</p>
SC 211, 406, 407, 501, 502, 503, 507, 510, 511, 803, 1411	<p>Section 2. <u>Powers</u></p> <p>The Board shall establish such schools as are required for the education of every person residing in Highlands School District between the ages of six (6) and twenty one (21) years who may attend school; shall equip, furnish, operate, and maintain schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students; and shall levy and collect taxes as may be necessary, in addition to the annual state appropriation for the exercise of aforesaid powers.</p>
SC 407	<p>The Board, in accordance with its statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.</p>
Pol. 102 Title 22 Sec. 4.13	<p>The Board shall act as the general agent of the people of this district in the matter of public education. It shall establish educational goals for district students and develop a program of education designed to meet those goals. The Board shall be responsible for enforcing mandatory laws and regulations. The Board shall be the agent responsible for establishing, maintaining and evaluating the public education activities of this school district, in accordance with law.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: September 20, 2004

REVISED:

	<p style="text-align: center;">003. FUNCTIONS</p> <p>Section 1. <u>Legislative</u></p> <p>SC 301, 407, 510, 511 Pol. 000</p> <p>The Board shall exercise its rule-making power by adopting Board procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected; changes in a proposed Board procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.</p> <p>The Board may, upon a majority vote, cause to suspend at any time the operation of a Board procedure or policy, provided the suspension does not conflict with legal requirements; such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.</p> <p>Pol. 006</p> <p>Board policies shall be adopted, amended or repealed by a majority vote of the Board.</p> <p>Pol. 007</p> <p>The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies shall be maintained in the Board Policy Manual and disseminated appropriately.</p> <p>Section 2. <u>Executive</u></p> <p>SC 508, 1001</p> <p>The Board shall exercise its executive power by the appointment of a district Superintendent, who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, the policies of the Board, and all other applicable laws and regulations.</p>
--	--

HIGHLANDS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: September 20, 2004

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 302, 303	The Board does consist of nine (9) members.
SC 1081	The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.
	Section 2. <u>Qualifications</u>
	Each member of the Board shall meet the following qualifications:
SC 322	a. Be of good moral character, be eighteen (18) years of age, shall have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment, and shall not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.
SC 323	b. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
SC 324	c. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.
SC 321	d. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.
65 Pa. C.S.A. 1101 et seq	e. Shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties.

HIGHLANDS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: September 20, 2004

REVISED:

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Orientation Meeting</u></p> <p>As soon as possible following the general election in November, all Directors-Elect shall be provided with an orientation program developed and scheduled by the Superintendent.</p> <p>The orientation shall explain the policies and procedures of the school system and Parliamentary Procedures at a Glance, New Edition, by O. Garfield Jones, based on Robert's Rules of Order.</p> <p>Section 2. <u>Organization Meeting</u></p> <p>SC 401, 404, 421 The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p> <p>Section 3. <u>Order</u></p> <p>SC 426 The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary Chair from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.</p> <p>SC 402 The District Magistrate or other official authorized by law may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p>
--	--

HIGHLANDS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: September 20, 2004

REVISED:

	006. MEETINGS
65 P.S. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner. Parliamentary Procedure At A Glance, New Edition, O. Garfield Jones shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>
65 P.S. 703, 709	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p>
65 P.S. 703, 709	<p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: September 20, 2004

REVISED:

007. DISTRIBUTION

The Board desires to make this Policy Manual a useful guide for all Board members, district administrators, personnel employed by the Board, district students, parents/guardians and members of the community.

Therefore, copies of this manual shall be given to the following:

- a. All Board members.
- b. Superintendent.
- c. Assistant Superintendent.
- d. Board Secretary.
- e. Business Manager.
- f. Each school building.
- g. Appropriate administrators.
- h. Board solicitor.
- i. Each recognized bargaining agent of a certified bargaining unit.
- j. On the district's website. (Upon reasonable implementation procedures and completion of website.)

A record shall be maintained by the Superintendent or designee as to the placement of each copy. Copies of revised pages shall be provided to the holders of manuals as changes are made.

HIGHLANDS SCHOOL DISTRICT POLICY MANUAL

This Index is designed to direct the reader to the individual Section(s) dealing with a specific topic. The terminology used in the Policy Manual has been included here, including a listing of all Sections covered under each topic heading.

In addition, popular synonyms have also been utilized where necessary to guide the reader. Cross-referencing has been employed to provide all of the major Sections dealing with certain important topics.

Example: Employment Contract includes Administrative, Professional and Classified Employees

POLICY MANUAL INDEX

POLICY MANUAL NUMBER

ABSENCE, LEAVE OF

Administrative employees	335, 338, 338.1, 339
Classified employees	535, 539
Professional employees	435, 438, 438.1, 439

ADMINISTRATIVE EMPLOYEES

300

Abolishing positions	310
Absence, leave of	335, 338, 338.1, 339
Assignment and transfer	309
Assistant superintendent	302, 313
Background checks	302, 303, 309
Bereavement leave	336
Compensation plan	328
Conduct	317, 317.1
Conference attendance	331, 333
Creating positions	301
Disciplinary procedures	317
Dress and grooming	325
Drug and substance abuse	351
Employee assistance program	353
Employment	104, 302, 303
Employment contract, resolution	308
Evaluation	312, 313
Family/medical leave	335
Freedom of speech	320
Gifts	322
Graduate study	333
HIV infection	314.1

Job related expenses	331
Jury/witness duty	342
Management team	327
New hire reports	302, 303
Nondiscrimination	104
Nontenured administrators	316
Outside activities	319
Personal leave	336
Personnel files	324
Physical examination	314
Political activities	321
Professional development	333
Professional education plan	333
Professional leaves	338.1
Resignation	308
Sabbatical leave	338
Sexual harassment	348
Sick leave	334
Suspension and furloughs	311
Tobacco use	323
Uncompensated leave	339
Unlawful harassment	348
Vacancies	309
Vacation	337
Weapons	317.1
Workers' compensation	346

ADULT EDUCATION	125
-----------------	-----

ASSIGNMENT AND TRANSFER

Administrative employees	309
Classified employees	509
Professional employees	409

ATHLETICS	123, 123.1, 211
-----------	-----------------

ATTENDANCE

General	204
Pregnant students	234

BOARD OF SCHOOL DIRECTORS - See School Board Procedures

BONDING 005, 811

BUDGET

Adoption 604
Planning 602
Preparation 603
Public review 604
Voting 604

BUILDINGS AND GROUNDS - see Property

CALENDAR 803

CHILD/STUDENT ABUSE 806

CITIZEN ADVISORY COMMITTEES 905

CLASS SIZE 126

CLASSIFIED EMPLOYEES 500

Absence, leave of 535, 539
Assignment and transfer 509
Background checks 504, 505, 509
Bereavement leave 536
Complaint process 526
Conduct 517, 517.1
Creating positions 501
Disciplinary procedures 517, 517.2
Dress and grooming 525
Drug and substance abuse 551
Employee assistance program 553
Employment 104, 504, 505
Employment contract, resolution 508

Evaluation	512
Family/medical leave	535
Furloughs	511
Hearings for removal/dismissal	517.2
HIV infection	514.1
Job related expenses	531
Jury/witness duty	542
New hire reports	504, 505
Nondiscrimination	104
Outside activities	519
Overtime	530
Paid holidays	543
Paraprofessionals, Title I	504
Part-time personnel	541
Personal leave	536
Personnel files	524
Physical examination	514
Political activities	519
Probation period	508
Resignation	508
Salary determination	528
Sexual harassment	548
Short-term employees	505
Sick leave	534
Substitutes	505
Suspensions	511
Tobacco use	523
Uncompensated leave	539
Unlawful harassment	548
Vacancies	509

Vacation	537
Weapons	517.1
Workers' compensation	546
Working periods	532

COMMUNITY	900
-----------	-----

Booster groups	915
Citizen advisory committees	905
Community relations	910
Dissemination of literature, materials	913
District/school report cards	919
Foreign trip sales	913
Fundraising, outside groups	913
Gambling	904
Municipal government relations	909
News media relations	902, 911

Parent/guardian relations	908
Parental organizations	915
Parental/family involvement	917
Publications program	902
Public attendance at school functions	904
Public complaints	906
Public participation at Board meetings	903
Public relations objectives	901
Relations with educational institutions	912
Relations with intermediate unit	914
Relations with special interest groups	913
Scholarships, awards	913
School visitors	907
Senior citizen passes	904
Speakers, classroom	910
Student participation, community functions	913
Title I parental involvement	918
Tobacco use by public	904
Volunteers	916
Weapons	904

COMPLAINT PROCESS

Classified employees	526
Nondiscrimination	103, 104
Public complaints	906
Student complaints	219
Unlawful harassment	248, 348, 448, 548

COURSES OF STUDY

107

CURRICULUM

105, 105.1, 105.2, 106, 107

DISCIPLINE

Administrative employees	317, 317.1
Classified employees	517, 517.1, 517.2
Professional employees	417, 417.1
Students	218, 218.1, 218.2, 233, 233.1, 810, 810.2
Students with disabilities	113.1

DRESS AND GROOMING

Administrative employees	325
Classified employees	525
Professional employees	425
Students	221

DRUG/SUBSTANCE ABUSE

Administrative employees	351
Classified employees	551
Covered drivers	810.1
Professional employees	451
Students	113.1, 227

EMERGENCY EVACUATION	805
----------------------	-----

EMPLOYMENT CONTRACT

Administrative employees	308
Classified employees	508
Professional employees	408

EVALUATION

Administrative employees	313
Assistant superintendent	313
Classified employees	512
Professional employees	412
Students	213
Superintendent	312
Temporary professional employees	413

EXPENSES

Board members	004
Employees	331, 431, 531

EXTRACURRICULAR ACTIVITIES	122, 228, 229, 618
----------------------------	--------------------

FACILITIES - see Property

FAMILY AND MEDICAL LEAVES

Administrative employees	335
Classified employees	535
Professional employees	435

FIELD TRIPS	121
-------------	-----

FINANCES	600
----------	-----

Adoption of budget	604
Bank accounts	608
Budget	602, 603, 604
Credit card use	624
District audit	619
Fiscal objectives	601
GASB statement 34	622
Investments	609
Local taxpayer bill of rights	621
Payment of bills	616
Payments, summer months	616
Payroll authorization	614
Payroll deduction	615
Petty cash	617
Proposed budget	604
Purchases	610, 611, 612
Purchasing, cooperative	613
Quotation	610
Sales tax	616
Student activity funds	618
Tax collection	606
Tax levy	605
Tuition income	607
Voting, budget	604

FIRE DRILLS	805
-------------	-----

FOOD SERVICES	808
GRADING	213
GRADUATION REQUIREMENTS	217
GUIDANCE COUNSELING	112
HOME EDUCATION PROGRAMS	137, 137.1
HOMEBOUND INSTRUCTION	117, 204, 234
HOMEWORK	130
INSURANCE	211, 812, 813
INTERMEDIATE UNIT	914
INVENTORY	706
INVESTMENTS	609
LESSON PLANS	111
LOCKER SEARCH	226

MAINTENANCE	704
MEDIA RELATIONS	911
MEDICATIONS	210, 210.1
MOTOR VEHICLES	223
NONRESIDENT STUDENTS	202
OPERATIONS	800
Automated external defibrillator (AED)	822
Bomb threats	805
Bonding	811
Child/student abuse	806
Clearance statements, Act 151	806, 818
COBRA	813
Computer resources	815
Contracted services	818
Copyright materials	814
Drug/alcohol testing - covered drivers	810.1
Emergency evacuation	805
Food service	808
HIPAA	826
Insurance	812, 813
Internet use	815
Medical insurance	813
Off-air recordings - copyrights	814
Organization, district	802
Property insurance	812
Public records	801
Reporting requirements, abuse	806
School calendar	803
School day	804
Software copyrights	814
State mandate waivers	825
Suicide intervention	819
Transportation	810
Videotapes, copyright	814
Videotapes, discipline	810.2

PAYROLL

Authorization	614
Deductions	615

PERSONNEL FILES - see Records

PETTY CASH	617
------------	-----

PHYSICAL EXAMINATIONS

Administrative employees	314, 335
Classified employees	514, 535
Professional employees	414, 435
Students	209

POSITIONS

Abolishing	310, 410
Creating	301, 401, 501

PREGNANT STUDENTS	234
-------------------	-----

PROFESSIONAL EMPLOYEES	400
------------------------	-----

Absence, leave of	435, 438, 438.1, 439
Abolishing positions	410
Assignment and transfer	409
Background checks	404, 405, 409
Bereavement leave	436
Compensated professional leaves	438.1
Conduct	417
Conference attendance	431, 433
Creating positions	401
Disciplinary procedures	417
Dress and grooming	425
Drug and substance abuse	451
Employee assistance program	453
Employment	104, 404, 405

Employment contract	408
Evaluation	412, 413
Family/medical leave	435
Freedom of speech	420
Gifts	422
Graduate study	433
HIV infection	414.1
Induction plan	433
Job related expenses	431
Jury/witness duty	442
New hire reports	404, 405
Nondiscrimination	104
Nontenured staff	416
Occupational exchange leave	438.1
Outside activities	419
Personal leave	436
Personnel files	424
Physical examinations	414
Political activities	421
Professional development	433
Professional education plan	433
Professional leaves	438.1
Resignation	408
Responsibility for student welfare	440
Sabbatical leave	438
Salary determination	428
Sexual harassment	448
Sick leave	434
Student teachers	407
Substitutes	405
Summer school staff	406
Suspensions and furloughs	411
Tardiness	418
Tenure	413
Title I teachers	404
Tobacco use	423
Uncompensated leave	439
Unlawful harassment	448
Vacancies	409
Weapons	417.1
Working periods	432
Workers' compensation	446

PROGRAMS

Academic standards	102
Adoption, planned instruction	107
Adoption of textbooks	108
Adult education	125
Alternative program (after school)	132

Assessments	127
Charter schools	140
Cheerleading	123.1
Class size	126
Current events	119
Curriculum development	105
Curriculum review by parents/guardians and students	105.1
Discipline, disabled students	113.1
Drugs, disabled students	113.1
Equal access	122
Exemption from instruction	105.2
Exemption from testing	127
Extracurricular activities	122, 228, 229, 618
Extracurricular participation by home education students	137.1
Field trips	121
Gifted education	114
Guidance counseling	112
Guides, planned instruction	106
Home education	137, 137.1
Homebound instruction	117, 204, 234
Homework	130
Independent study	118
Instructional supplies	110
Interscholastic athletics	123, 123.1, 211
Lesson plans	111
Limited English Proficiency Program	138
Migrant students	142
Mission statement	101
Nondiscrimination	103, 104
Off-campus activities	122, 123
Persistently dangerous schools	143
Philosophy of education	101
Pilot programs	105
Planned instruction	106, 107
Resource materials	109
Special education, IDEA	113
Strategic plan	100
Summer school	124, 406
Tutoring	116
Victims of violent crimes	144
Vocational technical education	115
Weapons, disabled students	113.1

PROPERTY 700

Asbestos abatement	705.1
Building security	709

Cellular telephones	717
Census	701
Facilities planning	701
Fax machines	715
Gifts, grants, donations	702
Insurance	812
Inventory and records	706
Lending of equipment, books	708
Maintenance	704
Pest management	716
Property records	706
Rewards	713
Safety	705
Safety committee	705
Sanitary management	703
Strategic planning	701
Use of facilities by staff	710
Use of school facilities, rental	707

PUPILS	200
--------	-----

Admission of students	201, 203
Anti-bullying	249
Assignment within district	206
Asthma inhalers, possession/use	210.1
Attendance	204, 234
Bullying	249
Care of school property	224
Cellular phones	237
Class rank	214, 216
Communicable diseases	203
Complaint process	219
Confidential communications	207
Contests	240
Controlled substances	227
Corporal punishment	218
Custody issues	238
Cyber-bullying	249
Discipline	218, 218.1, 218.2, 233
Dress and grooming	221
Drugs/alcohol abuse	227
Early graduation	217
Electronic devices	237
Enrollment in district	200
Expenses	231.1
Expression, newspapers	220
Expulsions	233
Foreign exchange students	239
Fundraising	229, 618
Grading	213

Graduation requirements	217
Hazing	247
Head lice	209.1
Health examinations, screenings	209
Hearings, formal/informal	233
Homeless students	251
Immunization	203
Inmates, incarcerated juveniles	204
Laser pointers	237
Medications	210, 210.1
Military recruiters	216
Motor vehicles	223
Nonresident students	202
Nutrition	246
Off-campus activities	218, 227
Paraphernalia	227
Physical activity	246
Physical, dental examinations	209
Postgraduate students	205
Pregnant students	234
Promotion and retention	215
Public performance by students	230
Records	216, 216.1
Recruiters' access	250
Relations with law enforcement agencies	225
Religious holidays	204
Religious instruction, excusal	204
Reporting student progress	212
Searches	226
Sexual harassment	248
Social events and class trips	231
Steroids	227
Student accident insurance	211
Student government	228
Student involvement in decision-making	232
Student rights/surveys	235
Supplemental discipline records	216.1
Surveys, evaluations	235
Suspension	233, 233.1
Terroristic threats, acts	218.2
Tobacco use	222
Transfer students	209, 216.1
Unlawful harassment	248
Weapons	113.1, 218.1
Wellness	246
Withdrawal	208

PURCHASES

Budgeted	611
----------	-----

Cooperative	613
Not budgeted	612
Subject to bid	610

RECORDS

Administrative employees	324
Classified employees	524
Professional employees	424
Public records	801
Students	216, 216.1

RELIGIOUS HOLIDAYS	204
--------------------	-----

SAFETY COMMITTEE	705
------------------	-----

SALARY	328, 428, 528
--------	---------------

SCHEDULES

Classified employees	532
Professional employees	432
School calendar	803
School day	804

SCHOOL BOARD PROCEDURES	000
-------------------------	-----

Agenda	006
Appointments	005
Authority of individual members	003
Authority and power	002
Board policy/procedure/administrative regulations	000
Code of ethics	004
Committees	005, 006
Conference attendance	004
Distribution of policy	007
Executive sessions	006
Expenses	004
Functions	003
Meetings	006, 903
Membership	004

Minutes	006
Name and classification	001
Notice of meetings	006
Officers	005
Organization	005
Orientation	004
Policy, procedures	000, 003
Powers	002
Public notice, meetings	006
Qualifications	004
Reimbursement	004
Removal of director	004
Rules of order	006
Special meetings	006
Superintendent's role	003
Vacancies	004
Voting	006

SEXUAL/UNLAWFUL HARASSMENT

Administrative employees	348
Classified employees	548
Professional employees	448
Students	248

SICK LEAVE

Administrative employees	334, 335
Classified employees	534, 535
Professional employees	434, 435

SMOKING/TOBACCO USE

Administrative employees	323
Classified employees	523
Professional employees	423
Public	904
Students	222

SPECIAL EDUCATION/DISABLED STUDENTS 113, 113.1

STUDENTS - see Pupils

SUBSTITUTES

Classified employees	505
Professional employees	405

SUMMER SCHOOL	124, 406
---------------	----------

SUPERINTENDENT

Assistant superintendent	302, 313
Employment	302
Evaluation	312
Roles	003

SUSPENSIONS AND EXPULSIONS	233, 233.1
----------------------------	------------

SUSPENSIONS AND FURLOUGHS

Administrative employees	311
Classified employees	511
Professional employees	411

TAXES

Collection	606
Levy	605

TEXTBOOKS

Adoption	108
Care of school property	224
Lending equipment and books	708

TRANSPORTATION	810, 810.1, 810.2
----------------	-------------------

TRAVEL REIMBURSEMENT

Administrative employees	331
Board members	004
Classified employees	531
Professional employees	431

TUITION 202, 607

TUTORIAL INSTRUCTION 116

VACATION

Administrative employees	337
Classified employees	537
VISITORS	907

VOCATIONAL TECHNICAL EDUCATION 115

VOLUNTEERS 916

WAGE AND SALARY

Administrative employees	328
Classified employees	528
Professional employees	428

WEAPONS 113.1, 218.1, 317.1, 417.1, 517.1, 904

WELLNESS

Monitoring	246
Nutrition guidelines	246

Other foods	246
Physical activities	246
Physical education	246
School based activities	246
Wellness committee	246

BOARD POLICY MANUAL

EXAMPLES OF LEGAL CITATIONS AND REFERENCES

SC 510, 1318 = Pennsylvania School Code of 1949

Title 22

Sec. 4.4, 11.1 = *State Board of Education Regulations*

Art. III Sec. 14 = *Pennsylvania Constitution*

35 P.S. 11301 = *Purdons Pennsylvania Statutes*

P.L. 93-380 = **Federal Statutes**

45 CFR 99 = **Code of Federal Regulations**

C.S.A. = PA Consolidated Statutes Annotated

Pol. 116 = **Board Policy Reference**