

ALLEN CONSOLIDATED SCHOOLS

BOARD OF EDUCATION POLICIES

INDEX

Page

0000 District Organization

0000	Legal Status - Concepts and Roles	2
0100	Mission Statement	3
0200	Governing Beliefs	4
0300	Objectives	5
0410	Nondiscrimination in District Programs or Activities	6
0430	Comprehensive Local Plan for Special Education	7
0510	School Accountability Report Card	8

1000 Community Relations

1040	Annual Report and School Improvement	1
1050	Access to Records	2
1101	Use of School Facilities: Student Groups	4
1200	Anti-Discrimination	5
1220	Procedure for Complaints of Sexual Harrassment	8
1250	Visitors/Outsiders	15
1310	Parent Relations Goals	16
1310.1	Parental Involvement in the Schools	17
1312	Public Complaints	18
1325	Advertising & Promotion	19
1326.1	Annual School Census	20
1330	Use of School Facilities	21
1330.1	Lending Equipment	22
1330.2	Use of Buses by Outside Persons	23
1330.3	Donated Items	24
1330.4	Skateboarding and Rollerblading	25
1330.5	Distribution or Posting of Materials	26
1340	Public Examination of School District Records	27

2000 Administration

2011	Administrator Code of Ethics	1
2120	Superintendent of Schools	2
2122	Superintendent of Schools - Job Description	8
2200	Administrative Operations - Principals	11

3000 Financial Management

3100	Budget Planning, Preparation and Schedules	1
3110	Deposits and Transfers	2
3130	Purchasing Policies	3
3131	Procurement Plan - SFA	5
3132	Internal Controls	9
3140	Contracting for Services	16
3200	Local, State, Federal or Miscellaneous Revenue	17
3240	School Safety.	18
3090	Sale and Disposal of School Property.	21
3290	Gifts, Grants, and Bequests	22
3314.01	Payment for Goods & Services	23
3314.02	Pay Period for Employees	24
3314.1	Credit Cards	25
3400	Management of District Assets/Accounts	26
3410	Safe Driving Record Standard for Drivers	27
3440	Inventories	29
3462	Financial Records	30
3510	Operation & Maintenance of Plant	31
3515	School Safety and Security	32
3540	Procedures-Bidding Constructions Projects.	33
3560	Records Management and Disposition.	35
3570	ESSA	38

3571	Food Service School Lunch Program	41
3590	Audits	43
4000 Personnel		
4002	Equal Opportunity Employment	1
4003	Anti-Discrimination, Anti-harassment, and Anti-retaliation.	2
4003.a	Notice of Nondiscrimination.	9
4003.b	Complaint Form Discrimination, Harrassment or Retaliation	10
4009	Drug and Substance Use and Abuse	11
4025	Professional Boundaries Between Employees and Students.	19
4026	Prohibition on Aiding and Abetting Sexual Abuse	21
4027	Workplace Privacy	22
4028	Employee Fundraising.	23
4030	Wage Information	24
4031	Injury Leave	25
4033	Equal Employment Opportunities	26
4020	Drug & Alcohol-Free Workplace	27
4111	Recruitment & Selection	30
4111.2	Legal Status Requirement - Qualifications	31
4112	Appointment and Conditions of Employment	32
4112.1	Contracts	33
4114	Transfers	34
4115	Evaluation/Supervision	35
4117.2	Resignations	37
4117.3	Personnel Reduction	38
4119.11	Harassment by Employees	39
4119.2	Harassment Investigating and Reporting	43
4119.22	Appropriate Dress	44
4119.4	Child Abuse Reporting	45
4119.41	Abuse of Students by School District Employees	46
4121	Temporary/Substitute Personnel	52
4131.5	Professional Growth	53
4133	Communication with Employees	56
4141	Teacher Training - Training Requirements	57
4144	Grievance	58
4150	Compensation and Related Benefits	60
4150.1	Admission to Local Athletic Contests	61
4155.1	Tax-Sheltered Annuities	62
4161.1	Personal Illness & Injury Leave	63
4161.2	Personal Leaves	64
4161.3	Professional Leave (Sabbatical)	65
4161.4	Association	66
4161.5	Family Medical Leave Act (FMLA)	67
4000 Classified Staff		
4190	Standards of Ethical and Professional Performance.	85
4211.1	Custodial Staff	89
4211.2	Clerical Staff	90
4219.3	Duties of Personnel	91
4250	Fringe Benefits	92
4259	Compensation & Related Benefits	97
4260	Standards of Performance for Non-Certified Employees.	98
4312.6	Personnel Records	99
5000 Students		
5001	Admission Requirements	1
5004	Full Time and Part-Time Enrollment	12
5006	Option Enrollment.	17
	Appendix "1" to Option Enrollment Policy.. . . .	22
5008	Attendance Policy and Excessive Absenteeism	23
5012	Military Recruiters	28

5021	Custody and Parental Rights	29
5101	Student Discipline	30
5102	Alternative Education Programs or Plans for Expelled Students.	41
5103	Extracurricular Activity.	43
5110	Attendance - Foreign Exchange Student	52
5111.13	Residency of Homeless Children	53
	Homeless Student Policy - Forms	57
5112.1	Discontinuance of Enrollment for Children Younger Than Six Years of Age	62
5112.2	Compulsory Attendance	64
5112.3	Leave to Visit College	66
5119	Correspondence Classes	67
5125	Records	68
5125.1	Student Directory Information	69
5130	Activities	70
5131.2	Student Lockers	71
5131.4	Freedom of Expression	72
5131.5	Care of School Property and Vandalism	73
5131.6	Smoking - Drinking - Drugs	74
5131.7	Weapons and Dangerous Instruments	75
5132	Student Appearance	76
5133	Class or Student Group Gifts	77
5138	Student Fees	78
5138.1	Student Activity Eligibility	83
5138.2	Student Activity Funds	84
5138.3	Student Activity Trips	85
5141.21	Administering Medications	86
5141.33	Communicable or Infectious Diseases	87
5141.4	Referral of Students to Other Agencies	88
5142.1	Activities / Safety Concussions	89
5143.1	Student Insurance	91
5144.3	Detention of Students	92
5144.4	Corporal Punishment	93
5145.16	Use of Cell Phones and Other Communication Devices	94
5145.4	Hazing and Bullying	95
5145.7	Harassment by Students	98
5146	Pregnant Students	100
5201	Promotion and Retention	101
5201x	Request to Repeat Grade Form.	102
5202z	Notification of Rights under FERPA	104
5205	Graduation	106
5209	School Library Material and Parent Access.	107
5210	Home-Schooling for Resident Students	108
5232	Cheerleading	109
5301	Association Activities.	110
5401	Anti-Discrimination, Anti-harassment, and Anti-retaliation.	111
5401.z	Complaint Form Discrimination, Harassment or Retaliation.	117
5402	Child Abuse and Neglect.	118
5403	Married Students	119
5406	Search and Seizures	120
5413	Requests to Contact Students and Student Interviews by Non-School Personnel	122
5414	Identification of Learners with High Ability.	127
5417	School Wellness	128
5419	Use of Restraints and Seclusion.	138
5420	Dating Violence.	143
5506	Safe Pupil Transportation Plan.	144

6000 Instruction

6111	Classroom Environment.	1
6111.1	School Calendar	1

6112	Closed Campus/Senior Release	2
6114.2	Bomb Threats	5
6117	Ceremonies Observances and Pledge of Allegiance.	5
6141	Curriculum Development	6
6141.1	Special Education	7
6141.2	Driver Education	8
6141.6	Multi-Cultural Education	9
6145	Religious-Based Exclusion from a School Program	9
6146.2	Instruction at a Post-Secondary Educational Institution	10
6146.3	Early Graduation	11
6160	Instructional Services and Resources	12
6161	Instructional Materials Selection	14
6161.1	Instructional Materials Inspection/Objection	15
6162.7	District Web Site	16
6163.1	School Ceremonies and Observances	17
6163.2	Animals in the Classroom	18
6163.3	Student Production of Materials and Services	19
6163.4	Student Field Trips and Excursions	20
6163.5	School Volunteers	21
6164.1	Student Guidance and Counseling Program	22
6164.2	Student Health Services	23
6165.1	Test or Assessment Administration	24
6165.2	Student Progress Reports	25
6165.3	Student Promotion, Retention or Acceleration	25
6211	Curriculum – Assessments	26
6212	Assessments - Academic Content Standards.	29
6213	Reading Instruction and Assessment.	30
6215	Collection of Information Relating to Dyslexia.	32
6284	Initiations, Hazing, Secret Clubs and Outside Organizations.	33
6380	Equal Opportunity	34
6400	Parental/Community Involvement in Schools	35
6410	Title I Parental and Family Engagement Policy.	37
6600	Special Education Policies	38
6700	Firearm Policy	44
6800	Internet Safety Policy	45
6921	Seizure Safe Schools	54
6930	Behavioral Points of Contact	55
6931	Behavioral Intervention and Classroom Management.	56

9000 Board of Education

8130	Annual Organizational Meeting	1
8240	Membership in School Board Associations.	2
8343	Agenda Construction and Control	4
8346	Public Participation at Board Meetings	5
9000	Role of Board Members	6
9010	Board Membership - Elections and Appointments	7
9100	Organization	8
9121	President	9
9121.1	Vice President	10
9122	Secretary	11
9125	Treasurer	12
9130	Board Committees	13
9135	Advisory Board Committees	14
9210	Qualifications	15
9223	Vacancies	16
9224	Oath of Office	17
9230	Designated Method of Giving Notice of Meeting	18
9250	Coffee Act Policy (Reimbursable Expenses).	19
9260	Board Member Liability	21

9270	Conflict of Interest	22
9271	Board Member Code of Ethics	24
9310	Policy Development	26
9311	Policy Adoption	27
9312	Policy Review and Revision	28
9313	Policy Suspension	29
9320	Regular Board Meetings and Meeting Notice	30
9320.1	Quorum	31
9321	Closed Sessions	32
9322	Special Board Meetings	33
9322.1	Work Sessions and Retreats	34
9323	Parliamentary Procedures	35
9323.1	Order of Business	36
9323.2	Actions by the Board	37
9324	Public Hearings	38
9330	Membership in Association	39
9323.3	Meeting Minutes	40
9400	Board Self-Evaluation	41