

INDEX

NORTHEASTERN EDUCATIONAL INTERMEDIATE UNIT 19

POLICY MANUAL

The Index is designed to direct the reader to the individual policies 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 the major sections dealing with specific topics.

The Index is a useful tool for searching for specific policy topics and issues.

POLICY MANUAL INDEX

POLICY MANUAL NUMBER

ABSENCES

Employees	334, 335, 336, 338, 338.1, 339
Students	204, 234

ADULT EDUCATION

125

ASSIGNMENT AND TRANSFER

Employees	309
Students	209, 216.1

ATTENDANCE

Employees	318
Pregnant/married students	234
Students	204

BOARD PROCEDURES	000
Administrative regulations	000, 003
Agenda	006
Appointments	005
Attendance, electronic communications	006.1
Authority and power	002
Authority of individual members	003
Board policy/procedure/administrative regulations	000
Code of conduct	011
Committees	005, 006
Conference attendance	004
Consultants	005
Conventions	005, 006
Evaluation of Board procedures	003
Executive director's role, authority	003
Executive sessions	006
Expenses	004
Functions	003
Inservice education, training	004
Intermediate unit professional advisory council	005
Meetings	006, 903
Membership	004
Minutes	006
Name and classification	001
Notice of meetings	006
Officers	005
Organization	005, 008
Orientation	004
Policy manual access	007
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
Standards, effective school governance	011
Vacancies	004
Voting	006
BONDING	005, 811

BUDGET

Adoption	604
Final budget	604
Planning	602
Preparation	603
Proposed budget	604
Public review	604
Voting	604

BUILDINGS AND GROUNDS - see Property

BULLYING/CYBERBULLYING	249, 815
------------------------	----------

CALENDAR	803
----------	-----

CELLULAR TELEPHONES

Employees	717
Students	237

CHILD/STUDENT ABUSE	806
---------------------	-----

CITIZEN ADVISORY COMMITTEES	905
-----------------------------	-----

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

Citizen advisory committees	905
Communication channels	906, 910
Community engagement	910
Dissemination of materials, nonschool	913
Fundraising, nonschool groups	913

Gambling	904
Intermediate unit report card	919
Intermediate unit visitors	907
Military personnel, visitations	907
News media relations	902, 911
Nonschool activities	913
Nonschool materials	913
Nonschool organizations/groups/individuals	913
Parent/guardian relations	908
Parental/family involvement	917
Publications program	902
Public attendance at intermediate unit functions	904
Public complaints	906
Public participation at Board meetings	903
Public relations objectives	901
Relations with educational institutions	912
Scholarships, awards	913
Service animals	904
Student participation, nonschool activities	913
Tobacco use by public	904
Weapons	904

COMPLAINT PROCESS

Bullying/cyberbullying	249
Discrimination	103, 103.1, 104
Employee complaints	326
Public complaints	906
Student complaints	219
Unlawful harassment	248, 348

COMPUTERS/INTERNET/NETWORK USE

815

CURRICULUM

102, 105, 105.1, 105.2

DISCIPLINE

Bullying/cyberbullying	249
Employees	317
Students	113.1, 218, 218.1, 218.2, 233

DISTRIBUTION OF MATERIALS	220, 913
---------------------------	----------

DRESS AND GROOMING

Employees	325
Students	221

DRUG/SUBSTANCE ABUSE

Covered licensed drivers	810.1
Employees	351
Students	113.1, 227

EMERGENCY PREPAREDNESS	805
------------------------	-----

EMPLOYEES	300
-----------	-----

Abolishing positions	310
Absences	334, 336
Assignment, transfer	309
Assistant executive director	302, 313
Background checks	302, 304, 305, 307
Bereavement leave	336
Compensated professional leaves	338.1
Compensation plan	328
Complaint process	326
Conduct	317
Conference attendance	331, 333
Court duty	342
Creating positions	301

Disciplinary procedures	317
Discrimination	104
Dress, grooming	325
Drug and substance abuse	351
Educational interpreters	304
Employee assistance program	352
Employment	104, 302, 304, 305
Employment contract, resolution	308
Evaluations	312, 313
Executive director	302, 312
Family and medical leave	335
Freedom of speech	320
Gifts	322
Graduate study	333
Harassment	348
HIV infection	314.1
Holidays	343
Induction plan	333
Interns	307
Job related expenses	331
Jury duty	342
Leaves of absence	335, 338, 338.1, 339
Nontenured staff	316
Occupational exchange leave	338.1
Outside activities	319
Outside employment	319
Overtime	330
Part-time employees	341
Personal care assistants	304
Personal leave	336
Personnel files	324
Physical examinations	314
Political activities	321
Professional development	333
Professional development leave	338.1
Professional education plan	333
Professional responsibility	340
Resignation	308
Sabbatical leave, health reasons	338
Salary determination	328
Salary schedules	328
Sexual harassment	348
Sick leave	334
Special education paraprofessionals	304
Student teachers	307
Substitutes	305

Suspensions, furloughs	311
Tardiness	318
Temporary professional employees	313
Tenure	313
Title I teachers, paraprofessionals	304
Tobacco use	323
Unapproved absence	318
Uncompensated leave	339
Unlawful harassment	348
Vacancies	309
Vacation	337
Workers' compensation, return-to-work program	347
Working periods	332

EMPLOYMENT CONTRACT/RESOLUTION

Assistant executive director	302
Employees	308
Executive director	302

EVALUATION

Assistant executive director	313
Employees	313
Executive director	312
Students	213

EXECUTIVE DIRECTOR

Assistant executive director	302, 313
Authority	003
Employment	302
Evaluation	312
Roles	003

EXEMPTIONS FOR STUDENTS

Instruction	105.2
Testing	127

EXPENSES

Board members	004
Employees	331

FACILITIES USE

Rental	707
Staff use	710

FMLA	335
------	-----

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

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

Audit	619
Bank accounts	608
Budget adoption	604
Budget preparation	602, 603
Budget, public inspection	604
Credit card use	625
Fiscal objectives	601
Fund balance	620
GASB statement 34	622
Investments	609
Payment of bills	616
Payments, summer months	616
Payroll authorization	614
Payroll deduction	615
Petty cash	617

Purchases	610, 611, 612
Purchasing, cooperative	613
Quotations	610
Sales tax	616
Taxable fringe benefits	624
Voting, budget	604
FIRE DRILLS	805
FOOD SERVICES	808, 808.1
GRADING	212, 213
GRADUATION REQUIREMENTS	217
HIV INFECTION	
Employees	314.1
Students	203.1
HOMEBOUND INSTRUCTION	117, 204, 234
INSURANCE	812, 813
INVENTORY	706
INVESTMENTS	609

LOCKER SEARCH	226
MAINTENANCE	704
MEDIA RELATIONS	911
NONRESIDENT STUDENTS	202
OFF-CAMPUS ACTIVITIES	218, 227
OPENING EXERCISES	807
OPERATIONS	800
Automated external defibrillator (AED)	822
Bomb threats	805
Bonding	811
Child/student abuse	806
Clearance statements, Act 151	806, 810, 818
COBRA	813
Computerized personal information breach	830
Computers, acceptable use	815
Contracted services	810, 818
Copyright materials	814
Drug/alcohol testing - covered drivers	810.1
Emergency evacuation	805
Emergency preparedness	805
Flag salute	807
Food safety, inspection	808
Food safety program	808
Food service	808
Free/reduced-price meals and free milk	808.1
Idling restrictions	810
Insurance	812, 813

Intermediate unit calendar	803
Internal controls	828
Internet use	815
Litigation hold	800
Medical insurance	813
Memorandum of understanding	805
Opening exercises, flag salute	807
Pandemic	805
Property insurance	812
Public records	801
Records management	800
Records retention	800
Reporting requirements, abuse	806
School day	804
School meal accounts	808
Social networking	815
Transportation	810
Website	815

PAYROLL

Authorization	614
Deductions	615

PERSONNEL FILES 324

PETTY CASH 617

PHYSICAL EXAMINATION

Employees	314
Students	209

POSITIONS

Abolishing	310
Creating	301

PREGNANT/MARRIED STUDENTS	234
---------------------------	-----

PROGRAMS	100
----------	-----

Academic standards	102
Adoption of textbooks	108
Adult education	125
Alternative education	132
Alternative instruction	124
Assessments	127
Athletic program	123
Behavior support	113.2
Child find	113
Confidentiality of special education information	113, 113.5, 216
Curriculum development	105
Curriculum review by parents/guardians and students	105.1
Discipline of students with disabilities	113.1
Discrimination	103, 103.1, 104
Early intervention	113.4
Educational evaluations, special education	113.3
Exemption from instruction	105.2
Exemption from testing	127
Field trips	121
Functional behavioral assessments	113.3
Gifted education	114
Homebound instruction	117, 204, 234
Independent educational evaluations	113.3
Instructional materials	109
Lesson plans	111
Limited English Proficiency program	138
Migrant students	142
Mission statement/vision/values and objectives	101
Nondiscrimination	103, 103.1, 104
Persistently dangerous schools	143
Pilot programs	105
Program of services	100

Recording of meeting, special education	113
Restraints	113.2
Screening, special education	113.3
Seclusion	113.2
Section 504 students	103.1
Service agreements	103.1
Special education, IDEA	113
Strategic plan	100.1
Student services	146
Victims of violent crimes	144
Vocational technical education	115

PROPERTY	700
----------	-----

Building security	709
Cellular telephones	717
Facilities planning	701
Facilities use, rental	707
Facilities use, staff	710
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
Safety	705
Sanitary management	703
Strategic planning	701

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

Admission of students	201, 203
Asthma inhalers, possession/use	210.1
Attendance	204, 234
Bullying	249
Care of intermediate unit property	224
Cellular telephones	237
Communicable diseases	203
Complaint process	219
Confidential communications	207

Controlled substances	227
Corporal punishment	218
Cyberbullying	249
Dating violence	252
Discipline	218, 218.1, 218.2, 233
Distribution of materials by students	220
Dress and grooming	221
Drug paraphernalia	227
Drugs/alcohol abuse	227
Educational tours, trips	204
Electronic devices	237
Epinephrine auto-injectors, possession/use	210.1
Expression	220
Expulsions	233
Grading	213
Graduation requirements	217
Health services/medical records	209
Hearings, formal/informal	233
HIV infection	203.1
Homeless students	251
Immunization	203
Married students	234
Nonresident students	202
Nutrition goals	246
Off-campus activities	218, 227
Physical activity goals	246
Posting of materials by students	220
Pregnant students	234
Public performance by students	230
Records	216, 216.1
Recruitment	250
Religious holidays	204
Reporting student progress	212
Searches	226
Sexual harassment	248
Student assistance program	236
Student rights/surveys	235
Supplemental discipline records	216.1
Surveys, evaluations	235
Suspension	233
Terroristic threats	218.2
Texting/sexting	237
Tobacco use	222
Transfer students	209, 216.1
Unlawful harassment	248

Weapons	218.1
Wellness	246

PURCHASES

Budgeted	611
Cooperative	613
Not budgeted	612
Subject to bid	610

RECORDS

Computerized personal information breach	830
Employees	324
Litigation hold	800
Public records	801
Records management	800
Records retention	800
Students	209, 216, 216.1, 250

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

SALARY	328
--------	-----

SCHEDULES

Employees	332
Intermediate unit calendar	803
School day	804

SEXUAL/UNLAWFUL HARASSMENT

Contracted individuals	248, 348
Employees	348

Students	248
Third parties	248, 348
Vendors	248, 348
Volunteers	248, 348

SICK LEAVE	334
------------	-----

SMOKING/TOBACCO USE

Employees	323
Public	904
Students	222

SPECIAL EDUCATION

Aversive techniques	113.2
Behavior support	113.2
Child find	113
Classroom visitations	907
Confidentiality	113, 113.5, 216
Disciplinary placements	113.1, 113.2
Disciplinary placements – weapons, drugs, serious bodily injury	113.1
Due process hearings	113.1
Early intervention	113.4
Evaluations	113, 113.3
Functional behavioral assessments	113.3
Independent educational evaluations	113.3
Nonpublic meetings	113
Recording meetings	113
Referral to law enforcement	113.1, 113.2
Restraints – physical/mechanical	113.2
Screening	113.3
Seclusion	113.2

STUDENT WELLNESS

Competitive foods	246
Monitoring	246
Nutrition guidelines	246
Physical activity goals	246
Physical education goals	246
School based activities goals	246
Wellness committee	246

STUDENTS - see Pupils

SUBSTITUTES	305
-------------	-----

SUSPENSIONS AND EXPULSIONS	113.1, 218, 218.1, 233
----------------------------	------------------------

SUSPENSIONS/FURLOUGHS	311
-----------------------	-----

TEXTBOOKS

Adoption	108
Care of intermediate unit property	224
Lending equipment and books	708

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

TRAVEL REIMBURSEMENT

Board members	004
Employees	331

VACATION	337
VISITORS	907
VOCATIONAL TECHNICAL EDUCATION	115
WAGES AND SALARY	328
WEAPONS	218.1, 904