INDEX

CARLISLE AREA 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 Support Employees

POLICY MANUAL INDEX	POLICY MANUAL NUMBER
FULIC I MANUAL INDEA	FULIC I MANUAL NUMBER

ABSENCE, LEAVE OF

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

ADMINISTRATIVE EMPLOYEES 300

Abolishing positions	310
Absence, leave of	335, 338, 338.1, 339
Accidents and injuries	346
Assignment and transfer	309
Assistant superintendent	302, 313
Background checks	302, 303, 309
Bereavement leave	336
Childrearing leave	339
Compensation plan	328
Complaint process	326
Conduct	317
Conference attendance	331, 333
Creating positions	301
Disciplinary procedures	317

Dress and grooming	325
Drug and substance abuse	351
Emergency leave	336
Employment	104, 302, 303
Employment contract, resolution	308
Evaluation	313
Family/medical leave	335
Freedom of speech	320
Graduate study	333
HIV infection	314.1
Job related expenses	331
Jury 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
Staff recognition	352
Suspension and furloughs	311
Tobacco use	323
Uncompensated leave	339
Unlawful harassment	348
Vacancies	309
Vacation	337

ASSIGNMENT AND TRANSFER

Administrative employees	309
Professional employees	409
Support employees	509

ATHLETICS 123, 123.1

ATTENDANCE

General	204
Pregnant students	234

BOARD OF SCHOOL DIRECTORS - see School Board Procedures

BONDING	005, 811
DONDING	005.011

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

COMMUNITY	900
Certificate of residency	912.1
Citizen advisory committees	905
Classroom visitations	907
Community engagement	910
Community relations committee	901
Dissemination of materials, nonschool	913
Foreign trip sales	913
Fundraising, nonschool groups	913
Gambling	904
Military personnel, visitations	250, 907
Municipal government relations	909
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 school functions	904
Public complaints	906
Public participation at Board meetings	903
Public relations objectives	901
Relations with educational institutions	912, 912.1
Relations with intermediate unit	914
Scholarships, awards	913
School visitors	907
Small games of chance	915
Student participation, nonschool activities	913
Title I complaint procedure	906
Title I parental involvement	918
Tobacco use by public	904
Weapons	904
Volunteers	916

COMPLAINT PROCESS

Administrative employees	326
Discrimination	103, 103.1, 104
NCLB complaints	906
Professional employees	426
Public complaints	906

Student complaints	219
Support employees	526

Unlawful harassment 248, 348, 448, 548

CONTINUING EDUCATION 125

COURSES OF STUDY 107

CURRICULUM 105, 105.1, 105.2, 105.3, 106, 107

DISCIPLINE

Administrative employees 317 Professional employees 417

Students 113.1, 218, 218.1, 218.2, 233, 249

Support employees 517

DRESS AND GROOMING

Administrative employees325Professional employees425Students221Support employees525

DRUG/SUBSTANCE ABUSE

Administrative employees 351
Covered drivers 810.1
Professional employees 451

Students 113.1, 227

Support employees 551

EMERGENCY EVACUATION	805
EMPLOYMENT CONTRACT	
Administrative employees Professional employees Support employees	308 408 508
EVALUATION	
Administrative employees Assistant superintendent Professional employees Students Superintendent Support employees Temporary professional employees	313 312 412 213 312 512 413
EXPENSES	
Board members Employees	004 331, 431, 531
EXTRACURRICULAR ACTIVITIES	122, 229, 618
FACILITIES - see Property	
FAMILY AND MEDICAL LEAVES	
Administrative employees Professional employees Support employees	335 435 535

FIELD TRIPS 121, 121.1, 122

FINANCES	600
Adoption of budget	604
Bank accounts	608
Bid quotations	610
Budget	602, 603, 604
Competitive electronic auction bidding	610
District audit	619
Electronic bidding	610
Federal fiscal compliance	626
Fiscal objectives	601
Fund balance	620
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
Procurement Cards	625
Proposed budget	604
Purchases	610, 611, 612
Purchasing, cooperative	613
Quotation	610
Sales tax	616
Student activity funds	618
Tax collection	606
Tax exempt bonds	630
Tax levy	605
Taxable fringe benefits	624
Title I fiscal requirements	626
Tuition income	607
Voting, budget	604
FIRE DRILLS	805
FLAG SALUTE	807

FOOD SERVICES	808
GRADING	213
GRADUATION	217
GUIDANCE COUNSELING	112
HOME EDUCATION PROGRAMS	137
HOMEBOUND INSTRUCTION	117, 204, 234
HOMEWORK	130
INSURANCE	812, 813
INTERMEDIATE UNIT	914
INVENTORY	706, 706.1
INVESTMENTS	609

LOCKER SEARCH	226
MAINTENANCE	704
MEDIA RELATIONS	911
MEDICATIONS	210, 210.1
MOTOR VEHICLES	223
NONRESIDENT STUDENTS	202
OPENING EXERCISES	807
OPERATIONS	800
Automated external defibrillator (AED)	822
Bomb threats	805
Bonding	811
Cardiopulmonary resuscitation (CPR)	822
Child/student abuse	806 806, 818
Clearance statements, Act 151 COBRA	813
Computerized personal information breach	830
Computers, acceptable use	815
Conflict of Interest	827
Conscientious objectors	807
Contracted services	818
Copyright materials	814
Drug/alcohol testing - covered drivers	810.1
Emergency evacuation	805
Emergency preparedness	805

Flag display	807
Flag salute	807
Food service	808
Fraud	828
Insurance	812, 813
Internet, acceptable use	815
Litigation hold	800
Medical insurance	813
Memorandum of understanding	805
Networked technology resources use	815
Off-air recordings - copyrights	814
Opening exercises, flag salute	807
Organization, district	802
Property insurance	812
Public records	801
Records management	800
Records retention	800
Recycling	809
Relations with law enforcement agencies	805.1
Reporting requirements, abuse	806
School calendar	803
School day	804
Software copyrights	814
State mandate waivers	825
Suicide awareness, prevention and response	819
Transportation	810, 810.1, 810.3
Video cameras on buses	810.3
Videotapes, copyright	814
PAYROLL	
Authorization	614

Authorization	614
Deductions	615

PERSONNEL FILES - see Records

DEGEN		<u> </u>	-	,
PELLY	CASH	h l	١/	

PHYSICAL EXAMINATIONS

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

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
Accident reports	446
Assignment and transfer	409
Background checks	404, 405, 409
Bereavement leave	436
Childrearing leave	439
Compensated professional leaves	438.1
Complaint process	426
Conduct	417
Conference attendance	431, 433
Creating positions	401
Disciplinary procedures	417
Dress and grooming	425
Drug and substance abuse	451
Emergency leave	436
Employment	104, 404, 405
Employment contract	408
Evaluation	412, 413
Family/medical leave	435
Freedom of speech	420
Graduate study	433

HIV infection	414.1
Induction plan	433
Interns	407
Job related expenses	431
Jury duty	442
New hire reports	404, 405
Nondiscrimination	104, 403
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 Resignation	408
Responsibility for student welfare	440
Sabbatical leave	438
Salary determination	428
Sexual harassment	448
Sick leave	434
Staff recognition	452
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
Working periods	432
TOTKING POLITORS	.52

PROGRAMS

Academic standards	102
Adoption, planned instruction	107
Adoption of textbooks	108
Assessments	127
Behavior support	113.2
Belief statements	101

Career and technical education	115
Charter schools	140, 140.1
Child find	113
Comprehensive plan	100
Concussion management	123.1
Confidentiality, special education records	113, 113.4
Continuing education	125
Curriculum development	105
Curriculum review by parents/guardians	105.1
and students	103.1
Discipline of students with disabilities	113.1
Discrimination	103, 103.1, 104
Dissection	105.3
Educational evaluations, special education	113.3
Equal access	122
Equivalency of schools	103
Exemption from instruction	105.2
Exemption from testing	127
Extracurricular activities	122, 229, 618
Extracurricular participation by charter/cyber	140.1
charter students	140.1
	101 101 1 100
Field trips	121, 121.1, 122
Functional behavioral assessments	113.3
Gifted education	114
Guidance counseling	112
Guides, planned instruction	106
Home education	137
Homebound instruction	117, 204, 234
Homework	130
Independent educational evaluations	113.3
Independent study	118
Instructional supplies	110
Interscholastic athletics	123
Lesson plans	111
Limited English Proficiency Program	138
Migrant students	142
Mission statement	101
Naloxone	823
Nondiscrimination	103, 103.1, 104
Off-campus activities	122, 123
Persistently dangerous schools	143
Pilot programs	105
Planned instruction	106, 107
Program chair	105
Recording of meetings, special education	113
Religion in schools	136

Restraints	113.2
Screening, special education	113.3
Seclusion	113.2
Section 504 students	103.1
Service agreements	103.1
Special education, IDEA	113
Summer school	124, 406
Travel Reimbursement	626.1
Tutoring	116
Victims of violent crimes	144
Virtual course offerings	137
Vision statement	101
Vocational technical education	115
Weapons, disabled students	113.1

PROPERTY	700
Building security	709
Census	701
Disposal of property and equipment	706.1
Environmental testing	711
Facilities planning	701
Fax machines	715
Gifts, grants, donations	702
Insurance	812
Inventory and records	706
Lending of equipment, books	708
Maintenance	704
Naming rights	701.1
Personal valuables/money in district	713
Pest management	716
Property records	706
Safety	705
Sanitary management	703
Service animals in schools	718
Strategic planning	701
Technology gifts	702.1
Trespassing	717
Use of facilities by staff	710
Use of school facilities, rental	707

PUPILS	200
Admission of students	201, 203
Assignment within district	206
Asthma inhalers, possession/use	210.1
Attendance	204, 234
Bicycles and motor vehicles	223
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
Cyberbullying	249
Diabetes Management	209.2
Discipline	218, 218.1, 218.2, 233
Distribution of materials by students	220
Dress and grooming	221
Drugs/alcohol abuse	227
Early graduation	217
Educational tours, trips	204
Electronic devices	237
Enrollment in district	200
Epinephrine auto-injectors, possession/use	210.1
Expression	220
Expulsions	233
Foreign exchange students	239
Foster Care	255
Fundraising	229, 618
Grading	213
Graduation	217
Hazing	247
Head lice	209.1
Health examinations, screenings	209
Hearings, formal/informal	233
HIV infection	203.1
Homeless students Immunization	251
	203
Laser pointers Medications	237
	210, 210.1
Military recruiters Nonresident students	216, 250
Nutrition	202 246
INUUTUUII	∠ 4 0

Off-campus activities	218, 227
Paraphernalia	227
Physical activity	246
Physical, dental examinations	209
Postgraduate students	205
Posting of materials by students	220
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 assistance program	236
Student rights/surveys	235
Supplemental discipline records	216.1
Surveys, evaluations	235
Suspension	233
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

Computerized personal information breach Litigation hold Professional employees Public records Records management	830 800 424 801 800
Records retention Students Support employees	800 216, 216.1 524
RELIGIOUS HOLIDAYS	204
SALARY	328, 428, 528
SCHEDULES	
Professional employees School calendar School day Support employees	432 803 804 532
SCHOOL BOARD PROCEDURES	000
Agenda Appointments Authority of individual members Authority and power Board policy/procedure/administrative regulations Code of conduct Code of ethics Committees Conference attendance Distribution of policy Executive sessions Expenses Functions Meetings	006 005 003 002 000 011 004 005, 006 004 007 006 004 003 006, 903

Membership	004
Minutes	006
Name and classification	001
Notice of meetings	006
Officers	005
Organization	005, 008
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
Standards, effective school governance	011
Superintendent's role	003
Vacancies	004
Voting	006

SEXUAL/UNLAWFUL HARASSMENT

348
448
248
548

SICK LEAVE

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

SMOKING/TOBACCO USE

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

SPECIAL EDUCATION

113.2
113.2
113
907
113, 113.4, 216
113.1, 113.2
113.1
113.1
113, 113.3
113.3
113.3
113
113.2
113.2
113.3
113.2
113

STUDENT WELLNESS

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

STUDENTS - see Pupils

SUBSTITUTES

Professional employees	405
Support employees	505

SUICIDE AWARENESS, PREVENTION AND RESPONSE

819

SUMMER SCHOOL

124, 406

SUPERINTENDENT

302, 312
302
312
003

SUPPORT EMPLOYEES 500

Absence, leave of	535, 539
Assignment and transfer	509
Background checks	504, 505, 509
Bereavement leave	536
Compensation plans	528
Complaint process	526
Conduct	517
Creating positions	501
Disciplinary procedures	517
Dress and grooming	525

Drug and substance abuse 551 Employment 104, 504, 505

Employment contract, resolution 508 Evaluation 512 Family/medical leave 535 Furloughs 511 HIV infection 514.1 Job related expenses 531 Jury 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
Sexual harassment	548
Short-term employees	505
Sick leave	534
Staff recognition	552
Substitutes	505
Suspensions	511
Tobacco use	523
Uncompensated leave	539
Unlawful harassment	548
Vacancies	509
Vacation	537
Workers' compensation	546
Working periods	532
SUSPENSIONS AND EXPULSIONS	233
SUSPENSIONS AND FURLOUGHS	
Administrative employees	311
Professional employees	411
Support employees	511
TAXES	
Collection	606
Levy	605
TEXTBOOKS	
Adoption	108

Care of school property Lending equipment and books	224 708
TRANSPORTATION	810, 810.1
TRAVEL REIMBURSEMENT	
Administrative employees Board members Professional employees Support employees	331 004 431 531
TUITION	202, 607
TUTORING	116
VACATION	
Administrative employees Support employees	337 537
VISITORS	907
VOCATIONAL TECHNICAL EDUCATION	115
WAGE AND SALARY	
Administrative employees Professional employees Support employees	328 428 528