

TABLE OF CONTENTS
MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
POLICY MANUAL GUIDE

000 BOARD PROCEDURES

000	Executive Council Policy/Administrative Regulations
001	Name And Classification
002	Authority And Powers
003	Functions
004	Membership
005	Organization
006	Meetings
006.1	Confidentiality
006.2	Attendance At Meetings Via Electronic Communications
007	Policy Manual Access
008	Organization Chart
011	Board Governance Standards/Code Of Conduct

100 PROGRAMS

100	Comprehensive Plan
101	Mission Statement
102	Career And Technical Standards
103	Nondiscrimination In School And Classroom Practices
104	Nondiscrimination In Employment/Contract Practices
105	Curriculum Development
105.1	Curriculum Review By Parents/Guardians And Students
105.2	Exemption From Instruction
106	Guides For Planned Instruction
107	Adoption Of Planned Instruction
107.1	Program And Course Curtailment
108	Adoption Of Textbooks
109	Resource Materials
110	Instructional Supplies
111	Instructional Planning
112	Guidance Counseling
113	Special Education
113.1	Discipline Of Students With Disabilities
113.2	Behavior Support
115	Career And Technical Education
121	Field Trips
122	Career And Technical Student Organizations
125	Adult Education
126	Quotas
127	Assessment Of Educational Program
130	Homework
135	Outside Work Requests
138	English Language Learners (ELL) Program

200 PUPILS

201	Admission Of Students
202	Eligibility Of Nonresident Students
203	Communicable Diseases
203.	HIV Infection
204	Attendance
208	Withdrawal From School
209	Health Examinations
210	Use Of Medications
211	Student Accident Insurance
212	Reporting Student Progress
213	Assessment Of Student Progress
215	Promotion And Retention
216	Student Records
217	Program Completion Requirements
218	Student Discipline
218.1	Terroristic Threats/Acts
219	Student Complaint Process
220	Student Expression
221	Dress And Grooming
222	Smoking
223	Use Of Motor Vehicles
224	Care Of School Property
225	Students And The Police
226	Locker Search
227	Drug And Alcohol
228	Student Government
229	Student Fund Raising
230	Public Performances By Students
231	Social Events
232	Participation In School Affairs
233	Suspension And Expulsion
234	Pregnant Students
235	Student Rights
246	Student Wellness
248	Unlawful Harassment
249	Bullying/Cyberbullying
252	Dating Violence

300 ADMINISTRATIVE EMPLOYEES

301	Creating A Position
302	Employment Of Director/Assistant Director
303	Employment Of Administrators
304	Ethics Law
308	Employment Contract
309	Assignment And Transfer
310	Abolishing A Position
311	Suspensions And Furloughs
312	Evaluation Of Director
313	Evaluation Of Administrative Employees
314	Physical Examination
314.1	Communicable Diseases
316	Nontenured Employees
317	Disciplinary Procedures
319	Outside Activities
320	Freedom Of Speech In Nonschool Settings
321	Partisan Political Activities
322	Gifts
323	Tobacco Use
324	Personnel Files
325	Dress And Grooming
326	Complaint Policy
327	Management Team
331	Job Related Expenses
333	Professional Development
334	Sick Leave
334.1	Worker's Compensation Insurance
335	Disability/Maternity/Childrearing Leave
335.1	Family And Medical Leave
336	Personal Necessity Leave
337	Vacation
338	Sabbatical Leave
348	Unlawful Harassment
351	Drug And Substance Abuse
352	Employee Assistance

400 PROFESSIONAL EMPLOYEES

404	Employment Of Professional Employees
405	Employment Of Substitute Professional Employees
407	Student Teachers
408	Employment Contract
408.1	Extension Of Contract
409	Assignment And Transfer
411	Suspensions And Furloughs
412	Evaluation Of Professional Employees
414	Physical Examination
414.1	Communicable Diseases
416	Nontenured Staff Members
417	Disciplinary Procedures
418	Penalties For Tardiness
419	Outside Activities
420	Freedom Of Speech In Non-Instructional Settings
421	Partisan Political Activities
422	Gifts
423	Tobacco Use
424	Personnel Files
425	Dress And Grooming
426	Complaint Policy
431	Job Related Expenses
432	Working Periods
433	Professional Development
433.1	New Teacher Induction Plan
434	Sick Leave
434.1	Worker's Compensation Insurance
435	Disability/Maternity/Childrearing Leave
435.1	Family And Medical Leave
438	Sabbatical Leave
440	Responsibility Of Staff For Student Welfare
448	Unlawful Harassment
451	Drug And Substance Abuse
452	Employee Assistance

500 CLASSIFIED EMPLOYEES

501	Creating A Position
504	Employment Of Classified Employees
505	Employment Of Substitute And Short-Term Employees
508	Employment Contract
509	Assignment And Transfer
511	Suspensions Or Layoffs
512	Evaluation Of Classified Employees
514	Physical Examination
514.1	Communicable Diseases
517	Disciplinary Procedures
518	Penalties For Tardiness
519	Outside Activities
523	Tobacco Use
524	Personnel Files
525	Dress And Grooming
526	Complaint Policy
529	Substitute Compensation
530	Overtime
531	Job Related Expenses
532	Working Periods
534	Sick Leave
534.1	Worker's Compensation Insurance
535	Disability/Maternity/Childrearing Leave
535.1	Family And Medical Leave
536	Personal Necessity Leave
537	Vacation
548	Unlawful Harassment
551	Drug And Substance Abuse
552	Employee Assistance

600 FINANCES

601	Objectives
602	Budget Planning
603	Budget Preparation
604	Budget Hearing
607	Tuition Income
608	Bank Accounts
609	Investments
610	Purchases Subject To Bid
611	Purchases Budgeted
612	Purchases Not Budgeted
613	Cooperative Purchasing
614	Payroll Authorization
616	Payment Of Claims
617	Petty Cash
618	Student Activity Accounts
618.1	Production Accounts
619	District Audit – Public
620	Fund Balance
622	GASB Statement 34

700 PROPERTY

701	Facilities Planning
702	Gifts, Grants, Donations
703	Sanitary Management
704	Maintenance
705	Safety
706	Property Records
706.1	Disposal Of Surplus Furniture, Supplies, Books, Equipment
707	Use Of School Facilities
708	Lending School-Owned Equipment And Books
709	Building Security
713	Vandalism
716	Integrated Pest Management

800 OPERATIONS

801	Public Records
803	School Calendar
804	School Day
805	Emergency Evacuation Of Schools
805.1	Bomb Scares
806	Child Abuse
807	Opening Exercises
808	Food Services
808.1	Free/Reduced Price Meals
810	Transportation Of Students
811	Bonding
812	Property Insurance
813	Other Insurance
814	Copyright Material
815	Acceptable Use Of Electronic Resources
817	Energy Conservation
818	Contracted Services
819	Suicide Awareness, Prevention and Response

900 COMMUNITY

901	Public Relations Objectives
902	Publications Program
903	Public Participation In Executive Council Meetings
904	Public Attendance At School Events
905	Citizens Advisory Committees
906	Public Complaints
907	School Visitors
908	Relations With Parents
913	Articulation Agreement
914	Relations With Intermediate Unit