#### **INDEX**

#### MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

#### POLICY MANUAL GUIDE

This Index is designed to quickly direct the reader to the individual Section or Sections 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 PO	OLICY MANUAL NUMBER
------------------------	---------------------

#### ABSENCE, LEAVE OF

Administrative employees	335, 336, 338, 339
Classified employees	535, 536, 539, 542
Professional employees	435, 436, 439, 442

#### 300 ADMINISTRATIVE EMPLOYEES

Abolishing positions	310
Assignment and transfer	309
Communicable diseases	314.1
Complaint policy	326
Creating positions	301
Disability, maternity, childrearing leave	335
Disciplinary procedures	317
Dress and grooming	325
Drug and substance abuse	351
Employee assistance	352

Employment 104, 302, 303

Employment contract 308

Ethics law	304
Evaluation	312, 313
Family leave	335.1
Freedom of speech	320
Gifts	322
Job related expenses	331
Management team	327
Medical leave	335.1
Nontenured administrators	316
Outside activities	319, 321
Partisan political activities	321
Personal necessity leave	336
Personnel files	324
Physical examination	314
Professional development	333
Sabbatical leave	338
Sick leave	334
Suspension and furloughs	311
Tobacco use	323
Unlawful harassment	348
Vacation	337
Worker's compensation insurance	334.1
ADULT EDUCATION	125
ASSIGNMENT AND TRANSFER	
Administrative employees	309
Classified employees	509
Professional employees	409
ATTENDANCE	
General	204
Pregnant pupils	234
BONDING	005, 811

## BUDGET

Medical leave

Hearing Planning	604 602
Preparation	603
BUILDINGS AND GROUNDS - see Property	
CALENDAR	803
CHILD ABUSE	806
CITIZEN ADVISORY COMMITTEES	905
CLASS SIZE	126
CLASSIFIED EMPLOYEES	500
Assignment and transfer	509
Communicable diseases	514.1
Complaint policy	526
Creating positions	501
Disability, maternity, childrearing leave	535
Discipline	517
Dress and grooming	525
Drug and substance abuse	551
Employee assistance	552
Employment	104, 504, 508
Employment contract	508
Evaluation  Family leave	512 525 1
Family leave	535.1
Job related expenses	531
Layoffs	511

535.1

519
530
536
524
514, 515
505
534
505
511
523
548
537
434.1
532

## CO-CURRICULAR ACTIVITIES

122, 228, 229, 618

907

## COMMUNITY 900

Articulation agreement	913
Citizen advisory committees	905
Parent relations	908
Publications program	902, 911
Public attendance at school events	904
Public complaints	906
Public participation at Executive Council	903
meetings	
Public relations objectives	901
Relations with intermediate unit	914

### COMPLAINT POLICY

School visitors

Administrative employees	326
Classified employees	526
Professional employees	426
Public complaints	906
Student complaints	219

#### **CURRICULUM** - see Programs

**EMERGENCY EVACUATION** 

## DIRECTOR **Assistant Director** 302, 312 Employment 302 Evaluation 312 DISCIPLINE 317 Administrative employees Classified employees 517 Professional employees 417 Students 218, 233 DRESS AND GROOMING 325 Administrative employees Classified employees 525 Professional employees 425 Students 221 DRUG AND SUBSTANCE ABUSE 351 Administrative employees Classified employees 551 Professional employees 451 DRUGS AND ALCOHOL 227

## EMPLOYEES - see Administrative, Classified, Professional

300, 400, 500

## EMPLOYMENT CONTRACT

Administrative employees	308
Classified employees	508
Professional employees	408

## **EVALUATION**

Administrative employees	313
Assistant Director	313
Classified employees	512
Director	312
Professional employees	412

### **EXPENSES**

**FINANCES** 

Employees	331, 431, 531
Executive Council members	004

## FACILITIES - see Property

FIELD TRIPS	121
LIELD INIES	121

Audit - public, school	609
Bank accounts	608

Budget 602, 603, 604

Fund balance 620
Investments 609
Objectives 601

Payment of claims Payroll authorization Payroll deduction Petty cash Purchases Purchasing, cooperative Student activity accounts Tuition income	616 614 615 617 610, 611, 612 613 618 607
FIRE DRILLS	805
FLAG SALUTE	807
FOOD SERVICES	808
GRADING	213, 215
GRADUATION REQUIREMENTS	217
GUIDANCE COUNSELING	112
HIV INFECTION	
Students	203.1
HOMEBOUND INSTRUCTION	117, 204, 234
HOMEWORK	130

INSURANCE	211, 812, 813, 334.1, 434.1, 535.1
INTERMEDIATE UNIT	914
INVENTORY	706
INVESTMENTS	609
JOINT BOARD/EXECUTIVE COUNCIL	
Administrative regulations	000
Attend meetings via electronic communications	006.2
Code of conduct	011
Committees	005
Confidentiality	006.1
Executive Committee policy/administrative	
regulations	000
Meetings	006, 903
Membership	004
Officers	005
Organization chart	008
Policy, procedures	000
Standards, effective school governance Voting	011 006
LEAVES - see Absence, Leave of	
LESSON PLANS	111

226

LOCKER SEARCH

MAINTENANCE	703, 704
MATERNITY LEAVE	335, 435, 535
MEDIA RELATIONS	911
MEDICATIONS	210
MOTOR VEHICLES	223
NONRESIDENT STUDENTS	202
OPENING EXERCISES	807
OPERATIONS	800
Bomb scares	805.1
Bonding	811
Child abuse	806
Copyright materials	814
Electronic resources, acceptable use of	815
Emergency evacuation	805
Energy conservation	817
Food service	808
Free/reduced price meals	808.1
Insurance	812, 813
Opening exercises	807
Organization	802
Property insurance Public records	812
School calendar	801 803
School day	803 804
School day	00 <del>1</del>

Suicide awareness, prevention and response Transportation of students	819 810
PAYROLL	
Authorization Deductions	614 615
PERSONNEL FILES - see Records	
PETTY CASH	617
PHYSICAL EXAMINATIONS	
Administrative employees Classified employees Professional employees Students	314, 315, 335 514, 515, 535 414, 415, 435 209
PLANNED INSTRUCTION	106, 107
POSITIONS	
Abolishing Creating	310, 410, 511 301, 401, 501
PREGNANT PUPILS	234

#### PROCEDURES AND GOALS

Authority and power	002
Expenses	004
Functions	003
Meetings	006, 903
Membership	004
Name and classification	001
Organization	005, 008
Policy manual access	007
Voting	006

#### PROFESSIONAL EMPLOYEES 400

409
414.1
426
435
417
425
451
452
404
408

Evaluation 411, 412, 413 Family leave 435.1

Freedom of speech 420 Gifts 422 Job related expenses 431 Medical leave 435.1 New teacher induction plan 433.1 Nontenured staff 416 Outside activities 419, 412 Partisan political activities 421 Personnel files 424 Physical examinations 414 Professional development 433 Responsibility for student welfare 440

Responsibility for student welfare

Sabbatical leave

Sick leave

Student teachers

Summer school staff

440

438

434

5407

5407

5406, 411

Suspensions and furloughs 409, 411, 412 Tardiness 418

Tobacco use	423
Uncompensated leave	439
Unlawful harassment	448
Worker's compensation insurance	434.1
Working periods	432

## PROGRAMS

Adoption of textbooks	108
Adult education	125
Affirmative action programs	103, 104
Assessment of educational programs	127
Behavior support	113.2
Career and technical education	115
Career and technical standards	102
Comprehensive planning	100
Curriculum development	105
Curriculum review by parents/guardians and	
students	105.1
Educational goals	102
English Language Learners (ELL) Program	138
Exemption from instruction	105.2
Field trips	121
Guidance counseling	112
Homework	130
Instructional planning	111
Instructional supplies	110
Mission statement	101
Nondiscrimination, school/classroom practices	103
Nondiscrimination, employment/contract practices	104
Outside work requests	135
Pilot programs	105
Planned instruction	106, 107
Program and course curtailment	107.1
Quotas	126
Resource materials	109
Restraints	113.2
Special education	113
Student organizations	122
<b>5</b>	

PROPERTY	700
Building security	709
Disposal of surplus	706.1
Facilities planning	701
Gifts, grants, donations	702
Insurance	812
Integrated pest management	716
Inventory and records	706
Lending of school equipment	708
Maintenance	704
Property records	706
Safety	705
Sanitary management	703
Use of school facilities	707
Vandalism	713

## PUBLIC RELATIONS - see Community

PUPILS	200
Admission of students	201, 203, 209
Attendance	204, 207, 234
Bullying	249
Care of school property	224
Communicable diseases	203
Cyberbullying	249
Dating violence	252
Discipline	218, 233
Dress and grooming	221
Drug and alcohol	227
Expression	220
Fund raising	229, 618
Grading/assessment	213, 215
Graduation requirements	217
Health examinations	209
Hearings	219
HIV infection	203.1
Locker search	226
Medications	210
Motor vehicles	223
Nutrition	246

Participation in school affairs	232
Physical activity	246
Police	225
Pregnant students	234
Program completion requirements	217
Promotion and retention	215
Public performance by students	230
Records	216
Reporting pupil progress	212
Smoking	222
Social events	231
Student accident insurance	211
Student government	228
Student rights	235
Suspension and expulsion	233
Terroristic threats/acts	218.1
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

## RELIGIOUS HOLIDAYS 204, 336, 436, 536

SAFETY	705
SALARY	328, 428, 528
SCHEDULES	
Classified employees Professional employees School calendar School day	532 432 803 804
SEXUAL HARASSMENT	
Administrative employees Classified employees Professional employees Students	348 548 448 248
SICK LEAVE	
Administrative employees Classified employees Professional employees	315, 334, 335 515, 534, 535 415, 434, 435
SMOKING	
Administrative employees Classified employees Professional employees Students	323 523 423 222
SPECIAL EDUCATION	113

#### STUDENT WELLNESS

Monitoring	246
Nutrition guidelines	246
School based activities goals	246

STUDENTS - see Pupils

#### SUBSTITUTES

Classified employees	505, 529
Professional employees	405

## SUICIDE AWARENESS, PREVENTION AND RESPONES

# SUSPENSIONS AND EXPULSIONS OF STUDENTS 113.1, 233

819

#### SUSPENSIONS AND FURLOUGHS

Administrative employees	311
Classified employees	511
Professional employees	411

## **TEXTBOOKS**

Adoption	108
Care of	224
Lending	708

## TRAVEL REIMBURSEMENT

Administrative employees Classified employees Executive Council members Professional employees	331 531 004 431
TUITION	202, 607
VACATION	
Administrative employees Classified employees Professional employees	337 537 437
VISITORS	907
WAGE AND SALARY	
Administrative employees Classified employees Professional employees	328 528 428
WEAPONS	113.1, 218.1, 904