

RUTLAND PUBLIC SCHOOLS POLICY MANUAL

TABLE OF CONTENTS

BY-LAWS - SERIES 1000

ORGANIZATION OF THE BOARD SCHOOL COMMISSIONERS	NUMBER	DATE
1.1 Organization	1110	01/08
1.2 Board of School Commissioners Authority	1120	01/08
1.3 Number of Commissioners and Terms of Office	1130	01/08
NOMINATION AND ELECTION OF BOARD OF SCHOOL COMMISSIONERS		
2.1 Board of School Commissioners - Qualifications	1210	01/08
2.2 Vacancy	1220	01/08
THE ROLE OF THE BOARD OF SCHOOL COMMISSIONERS		
3.1 Role of the Board	1310	01/08
3.2 Nomination and Election of Board Officers	1320	01/08
3.3 The President of the Board of School Commissioners	1321	01/08
3.4 The Duties and Responsibilities of the Clerk of the Board of School Commissioners	1322	01/08
3.5 Methods of Operation	1330	01/08
3.7 Board of School Commissioners Code of Conduct	1345	01/08
3.8 Employment of Immediate Family of Board of School Commissioners	1350	01/08
3.9 Student Representation to the School Board	1360	01/08
POLICY		
4.1 Policy Development	1410	01/08

MEETINGS

5.1 Public Sessions	1510	01/08
5.2 Regular Board Meetings	1520	01/08
5.3 Quorum and Attendance of the Board of School Commissioners	1530	01/08
5.4 Order of Business	1540	01/08
5.5 Special Meetings of the Board of School Commissioners	1550	01/08
5.6 Annual Organizational Meeting	1560	01/08
5.7 Minutes	1570	01/08
5.8 Executive Session	1580	01/08

INTERNAL OPERATIONS - SERIES 2000

INTERNAL OPERATIONS	NUMBER	DATE
1.1 Execution of Policy: Administrative Regulations	2110	01/08
1.2 Policy Review and Evaluation	2120	01/08
1.3 Orienting New Board Members	2130	01/08

BOARD OF SCHOOL COMMISSIONERS ACTIVITIES

3.1 Membership in Associations	2210	01/08
4.1 Attendance by Board Members at Conferences, Conventions and Workshops	2220	01/08
5.1 Board Self-Evaluation	2230	01/08

COMMUNITY RELATIONS - SERIES 3000

SCHOOL COMMUNITY RELATIONS	NUMBER	DATE
1.1 School-Community Relations	3110	04/08
1.2 School Sponsored Media	3120	04/08
1.3 Relations With the Municipal Governments	3130	04/08
1.4 Flag Display	3140	04/08

PARTICIPATION BY THE PUBLIC

2.1 Visitors to the School.	3210	04/08
2.2 Public Expression at Meetings	3220	04/08
2.2.1 Public Complaints	3221	04/08
2.3 Communication Through Students	3230	04/08
2.4 Parent-Teacher Organization/Parent Teacher Collaborative	3240	04/08
2.4.1 Parent Involvement	3241	06/09
2.5 Advertising in the Schools	3250	04/08
2.5.1 Soliciting Funds from School Personnel	3251	04/08
2.6 Community Use of School Facilities	3260	04/08
2.6.1 Loan of School Department Physical Education Equipment, Tables, Chairs and Instrumental Materials and Equipment	3261	04/08
2.6.2 Use of Vocational Center Facilities for Adult Vocational Education	3262	04/08
2.7 Operation of Motor-Driven Vehicles on District Property	3270	04/08
2.8 Volunteers	3280	04/08

DISTRICT RECORDS

3.1 Public Access to Records	3310	04/08
3.2 Confidentiality of Computerized Information	3320	04/08

PUBLIC ORDER ON SCHOOL PROPERTY

4.1 The Maintenance of Public Order on School Property	3410	04/08
--	------	-------

EMERGENCY SITUATIONS

5.1 Emergency Closings	3510	04/08
------------------------	------	-------

ADMINISTRATION - SERIES 4000

ADMINISTRATION	NUMBER	DATE
1.1 Administrative Personnel	4110	05/08
1.2 Legal Defense of Administrators	4120	05/08

ADMINISTRATIVE OPERATIONS

2.1 Administrative Organization and Operation	4210	05/08
2.1.1 Line Responsibility	4211	05/08
2.1.2 Organizational Chart	4212	05/08
2.2 Abolishing a Position	4220	05/08
2.3 Administrative Authority During Absence of Superintendent of Schools	4230	05/08
2.4 Administrative Latitude in Absence of Board Policy	4240	05/08
2.5 Evaluation of the Superintendent	4250	05/08
2.5.1 Evaluation of Administrative Staff	4251	05/08

CENTRAL OFFICE ADMINISTRATION

3.2 Superintendent-Board of School Commissioners Relations	4310	05/08
--	------	-------

BUILDING ADMINISTRATION

4.1 Building Principals and Assistant Principals	4410	05/08
--	------	-------

COMPENSATION AND RELATED BENEFITS

5.1 Professional Development Opportunities	4510	05/08
--	------	-------

BUSINESS OPERATIONS - SERIES 5000

BUSINESS	NUMBER	DATE
Budget Planning	5110	05/08
Administration of the Budget	5120	05/08
Accepting Gifts	5210	05/08
Sale of School Property	5220	05/08
Expenditures of School District Funds	5310	05/08
Bonding of District Personnel	5320	05/08
Budget Transfer	5330	05/08

Borrowing of Funds	5340	05/08
Bids and Quotations	5420	05/08
Contracts for Services and Materials	5430	05/08
Accounting of Funds	5510	05/08
School Activities Fund	5520	05/08
Petty Cash Fund	5530	05/08
Cash in School Buildings	5540	05/08
Insurance	5610	05/08
Inventories	5620	05/08
Operation and Maintenance of Facilities	5630	05/08
Facility Inspections	5640	05/08
Storage and Disposal of Hazardous Waste Materials by "Small Quantity Generators"	5641	05/08
Handling of Hazardous Substances	5642	05/08
Free/Reduced Lunch Program	5650	05/08
Retention and Disposition of Records	5660	05/08
Safety/Security Policy	5670	05/08
Transportation Program	5710	05/08
Transportation Policy	5711	05/08
Scheduling and Routing	5720	05/08
Transportation of Students with Disabilities	5730	05/08
School Bus Safety Program	5750	05/08
Transportation of Students by Staff	5760	05/08
Recovering Deficits at the Stafford Technical Center	5770	05/08
Investment and Borrowing Policy	5771	05/08
Naming School Buildings	5780	05/08

PERSONNEL - SERIES 6000

PERSONNEL	NUMBER	DATE
1.1 Goals and Objectives of the Personnel System	6110	09/08
1.2 Evaluation of Personnel: Purposes	6120	09/08
1.3 Safety of Personnel	6130	09/08
1.3.1 Computer/Internet Use	6131	09/08
1.4 Alcohol and Drug-Free Workplace	6140	09/08
1.5 Health Examinations	6150	09/08
1.5.1 HIV/AIDS Policy	6151	09/08
1.6 Code of Ethics for All District Personnel	6160	09/08
1.7 Equal Employment Opportunity	6170	09/08
1.8 Employee Assistance Program	6180	09/08
1.9 Employment of Immediate Relatives of Board of School Commissioners	6190	09/08
1.10 Harassment	6200	09/08
1.11 Criminal Records Check	6201	09/08
 CERTIFIED PERSONNEL		
2.1 Certified Personnel	6210	09/08
2.1.1. Recruitment and Appointment	6211	09/08
2.1.2. Certification	6212	09/08
2.1.3. Student Teachers	6213	09/08
2.1.4. Substitute Teachers	6214	09/08
 ACTIVITIES		
3.1 Political Activities	6310	09/08
3.2 Solicitations By Staff Personnel	6320	09/08
3.3 Negotiations	6330	09/08

3.4 Theft of Services on Property	6340	09/08
3.5 In-Service Training and Staff Development	6350	09/08

COMPENSATION AND RELATED BENEFITS

4.1 Employee Protection	6410	09/08
4.2 Leaves of Absence	6420	09/08
4.3 Jury Duty	6421	09/08
4.4 Non-Aligned Employees	6440	05/09
4.5 Health Insurance Portability and Accountability Act Compliance	6441	09/08
4.6 Workers' Compensation	6450	05/09

STUDENTS - SERIES 7000

GENERAL STATEMENT

NUMBER

1.1 Elementary and Secondary Students: General.	7110	03/09
---	------	-------

ATTENDANCE

2.1 Attendance	7210	03/09
2.2 Age of Entrance	7220	03/09
2.2.1 Pupil Proof of Age	7221	03/09
2.2.2 Screening of New School Entrants	7222	03/09
2.3 Non-Resident Students	7230	03/09
2.3.1 Payment of Tuition	7231	03/09
2.3.2 Nonresident Student Attending After School or Summer Programs	7232	03/09
2.4 Released Time of Students	7240	03/09
2.5 Students Seeking Admission	7250	03/09

STUDENT PROGRESS

3.1 Student Placement	7310	03/09
3.2 Promotion and Retention	7320	03/09
3.4 Graduation Requirements	7340	05/09
3.6 Matriculation Policy	7350	03/09
3.7 Reporting to Parents/Legal Guardians	7360	03/09
3.8 Student Records	7370	03/09

STUDENT CONDUCT

4.1 Prevention of Harassment of Students	7400	04/09
4.2 School Conduct and Discipline	7410	04/09
4.3 Loss or Destruction of District Property	7420	04/09
4.4 Drug and Alcohol Abuse	7430	04/09
4.5. Tobacco Use	7440	04/09
4.6 Search by School Personnel	7450	04/09
4.6.1. Law Enforcement Officials	7451	04/09
4.6.2. Interrogations	7452	04/09
4.6.3. Lockers Search	7453	04/09
5.1 Bus Rules and Regulations	7460	04/09
5.2 Corporal Punishment	7470	05/09
5.3 Suspension	7480	05/09
5.9 Weapons in School	7490	06/09
5.10 Bomb Threats	7491	06/09
5.11 Threats of Violence or Destruction	7492	06/069
5.12 Hazing	7493	06/09

STUDENT ACTIVITIES

6.1 Co-Curricular Activities	7510	06/09
6.1.2 Management of Funds	7512	06/09
6.1.3 Student Spectators Using School Owned Buses	7513	06/09
6.1.4 Participation by Non-Resident/Non-Tuition Students-Athletics	7514	06/09
6.3 Sports and the Athletic Program	7530	06/09
6.3.1 Selection/Classification Process	7531	06/09
6.3.2 Student Athletic Injuries	7532	06/09
6.4 Athletic and Activities Councils	7533	06/09
6.6 Student Contests and Fund Raising Activities	7540	06/09
6.7 Student Awards and Scholarships	7550	
6.8 Outside Support Groups	7570	

STUDENT WELFARE

7.1 Student Health Services	7600	
7.1.1 Immunization of Students	7610	
7.1.2 Prescription and Non-Prescription Medication (REVISED: 5/22/01)	7611	
7.1.3 Athletic Program - Safety (REVISED: 6/23/92 & 3/2/99)	7612	
7.1.4 HIV/AIDS (REVISED: 8/18/98)	7613 & 6151	
7.2 Accidents	7620	
7.2.1 Safety Conditions (REVISED: 5/22/01)	7621	
7.2.1(i) Eye and Safety Devices (REVISED: 5/22/01)	7621.1	
7.2.2 Transporting an Ill or Injured Student (REVISED: 5/22/01)	7622	
7.3 Child Abuse (REVISED: 8/18/98)	7630	
7.4 Emancipated Minors	7650	
7.5 Health Records (REVISED: 6/26/01)	7660	
7.6 Crisis Intervention Policy (REVISED: 8/18/98)	7670	

7.7 Act 157 - Educational Support Team (REVISED: 12/12/00)	7680
7.8 Non-Discrimination on the Basis of Disability 504 Rehabilitation Act of 1973 and the American with Disability Act (REVISED: 11/23/93)	7690
7.9 Animal Policy (APPROVED: 8/18/98)	7691
7.10 Head Lice (APPROVED: 8/18/98)	7692
7.11 Independent Educational Evaluation (APPROVED: 8/18/98)	7693
7.12 Provisions of Special Education Services to Private School Students (APPROVED: 3/28/00)	7694
7.13 Policy for the Restrictive Behavioral Intervention (APPROVED: 3/28/00 – REVISED: 4/26/05)	7695
7.14 Limited English Proficiency Students (APPROVED: 1/08/02)	7696
7.15 Protection of Pupil Rights (APPROVED: 4/26/05)	7697
7.16 Child Nutrition Wellness Policy (Approved 7/11/06)	7698
7.17 Parent/Community Involvement in Education	7699

INSTRUCTION - SERIES 8000

CURRICULUM (GENERAL) NUMBER

- 1.1 Curriculum Development 8110
- 1.2 Courses of Study 8120

ELEMENTARY AND SECONDARY INSTRUCTION

- 2.1 Safety Programs 8210
 - 2.1.1 Substance Abuse-Prevention Instruction 8211
 - 2.1.2 Bomb Threats, Dangerous Events, Intruder (REVISED: 8/18/98) 8212
 - 2.1.3 Bus Emergency Drills 8213
- 2.2 Controversial Issues 8220
- 2.3 Curriculum Areas in Conflict with Religious Beliefs 8230
- 2.4 Effective Schools 8240
- 2.5 Integration of Information Technology and Instruction
(APPROVED: 7/13/93) 8241
- 2.6 Internet and E-mail Use (APPROVED: 8/28/01) 8250
- 2.7 Homework (APPROVED: 1/27/97) 8260

INSTRUCTIONAL MATERIALS

- 3.1 Purposes of Instructional Materials (REVISED: 5/25/93) 8310
- 3.2 Objection to Instruction Material/Curriculum 8320
- 3.3 Selection of Materials for Libraries and Media Centers 8330
- 3.4 Objection to Library Materials 8340
- 3.5 Adoption of Textbooks 8350
- 3.6 Copyrighted Materials (REVISED: 12/1/96) 8360
- 3.7 Research Policy (APPROVED: 8/18/98) 8361

INSTRUCTIONAL ARRANGEMENTS

4.1 School Calendar	8410
4.2 Opening Exercises	8420
4.3 Homebound Instruction (REVISED: 1/23/01)	8430
4.4 Field Trips	8440
4.4.1 Transportation to School Sponsored Events	8441
4.5 Alternative Educational Programs	8450
4.6 International Student Participation (APPROVED: 9/24/96)	8460

CHILDREN WITH DISABILITIES PROGRAMS

5.1 Children with Disabilities (REVISED: 1/23/01)	8510
5.1.1 Special Education Programs & Related Services (REVISED: 1/23/01)	8511
5.1.2 Local Educational Agency Plan (REVISED 1/23/01)	8512
5.1.3 Essential Early Education Programs	8513
5.2 Students with Disabilities Participating in School District Programs (REVISED: 1/23/01)	8520
5.3 Evaluation and Planning Team (REVISED: 12/12/00)	8530
5.4 Student Individualized Education Program (IEP) (REVISED: 1/23/01)	8540
5.5 Student Identification - Evaluation (REVISED: 1/23/01)	8550
5.6 Parent Involvement (REVISED: 1/23/01)	8560
5.7 Parent Involvement in Chapter I (APPROVED 5/26/92)	8561
5.8 Surrogate Parents (REVISED: 1/23/01)	8562
5.9 Extended School Year (REVISED: 12/12/00)	8563
5.10 Impartial Hearing Officer (REVISED: 1/23/01)	8570
5.11 Program Accessibility (REVISED: 1/23/01)	8580
5.12 Provision of Special Education Services to Private School Students (APPROVED: 12/12/00)	8590

VOCATIONAL PROGRAMS

6.1 Vocational Education	8610
6.1.1 Vocational Center Evaluations	8611
6.1.2 Student Eligibility and Tuition Fees for the Vocational Center	8612