

INDEX  
 CONNELLSVILLE 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 Classified Employees

POLICY MANUAL INDEX	POLICY MANUAL NUMBER
---------------------	----------------------

ABSENCE, LEAVE OF

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

ADMINISTRATIVE EMPLOYEES

ADMINISTRATIVE EMPLOYEES	300
Abolishing positions	310
Absence, leave of	335, 338, 338.1, 339
Assignment and transfer	309
Assistant superintendent	302, 313
Background checks	302, 303, 309
Bereavement leave	336
Compensation plan	328
Conduct	317
Conference attendance	331, 333
Creating positions	301
Disciplinary procedures	317
Dress and grooming	325
Drug and substance abuse	351, 352
Drug testing	352

Employment	104, 302, 303
Employment contract, resolution	308
Evaluation	312, 313
Family/medical leave	335
Freedom of speech	320
Gifts	322
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
Suspension and furloughs	311
Tobacco use	323
Uncompensated leave	339
Unlawful harassment	348
Vacancies	309
Vacation	337

ADULT EDUCATION	125, 125.1
-----------------	------------

#### ASSIGNMENT AND TRANSFER

Administrative employees	309
Classified employees	509
Professional employees	409

ATHLETICS 123, 211, 227.1, 916.1

ATTENDANCE

General 204  
Pregnant students 234

BOARD OF SCHOOL DIRECTORS - see School Board Procedures

BONDING 005, 811

BUDGET

Adoption 604  
Planning 602  
Preparation 603  
Public review 604  
Voting 604

BUILDINGS AND GROUNDS - see Property

BULLYING/CYBERBULLYING 249

CALENDAR 803

CHILD/STUDENT ABUSE 806

CITIZEN ADVISORY COMMITTEES 905

CLASS SIZE	126
CLASSIFIED EMPLOYEES	500
Absence, leave of	535, 539
Assignment and transfer	509
Background checks	504, 505, 509
Bereavement leave	536
Conduct	517
Creating positions	501
Disciplinary procedures	517
Dress and grooming	525
Drug and substance abuse	551, 552
Drug testing	552
Employee assistance program	544
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
Salary determination	528
School police	516
Sexual harassment	548
Sick leave	534
Substitutes	505
Suspensions	511
Tardiness	518
Tobacco use	523

Uncompensated leave	539
Unlawful harassment	548
Vacancies	509
Vacation	537
Working periods	532
COMMUNITY	900
Booster clubs	915
Citizen advisory committees	905
Community engagement	910
Dissemination of materials, nonschool	913
District/school report cards	919
Foreign trip sales	913
Fundraising, nonschool groups	913
Gambling	904
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
Relations with intermediate unit	914
Scholarships, awards	913
School visitors	907
Senior citizen passes	904
Student participation, nonschool activities	913
Support organizations	915
Title I parental involvement	918
Tobacco use by public	904
Volunteers	916, 916.1
Weapons	904

## COMPLAINT PROCESS

Discrimination	103, 103.1, 104
Nondiscrimination	103, 103.1, 104
Public complaints	906
Student complaints	219
Unlawful harassment	248, 348, 448, 548

COURSES OF STUDY	107
------------------	-----

CURRICULUM	105, 105.1, 105.2, 106, 107
------------	-----------------------------

## DISCIPLINE

Administrative employees	317
Classified employees	517
Professional employees	417
Students	113.1, 218, 218.1, 218.2, 233, 249

## DRESS AND GROOMING

Administrative employees	325
Classified employees	525
Professional employees	425
Students	221

## DRUG/SUBSTANCE ABUSE

Administrative employees	351, 352
Classified employees	551, 552
Covered drivers	810.1
Professional employees	451, 452
Students	113.1, 227, 227.1

EMERGENCY EVACUATION	805
----------------------	-----

EMPLOYEE ASSISTANCE PROGRAM

Administrative employees	344
Classified employees	544
Professional employees	444

EMPLOYMENT CONTRACT

Administrative employees	308
Classified employees	508
Professional employees	408

EVALUATION

Administrative employees	313
Assistant superintendent	313
Classified employees	512
Professional employees	412
Students	213
Superintendent	312
Temporary professional employees	413

EXPENSES

Board members	004
Employees	331, 431, 531

EXTRACURRICULAR ACTIVITIES	122, 227.1, 228, 229, 618
----------------------------	---------------------------

FACILITIES - see Property

## FAMILY AND MEDICAL LEAVES

Administrative employees	335
Classified employees	535
Professional employees	435

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

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

Adoption of budget	604
Bank accounts	608
Budget	602, 603, 604
District audit	619
Fiscal objectives	601
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
Proposed budget	604
Purchases	610, 611, 612
Purchasing, cooperative	613
Quotation	610
Sales tax	616
Student activity funds	618
Tax collection	606
Tax levy	605
Tax sheltered annuity	615
Tuition income	607
Voting, budget	604

FIRE DRILLS	805
-------------	-----

FLAG SALUTE	807
-------------	-----

FOOD SERVICES	808, 808.1
GRADING	213
GRADUATION REQUIREMENTS	217
GUIDANCE COUNSELING	112
HOME EDUCATION PROGRAMS	137
HOMEBOUND INSTRUCTION	117, 204, 234
HOMEWORK	130
INSURANCE	211, 812, 813
INTERMEDIATE UNIT	914
INVENTORY	706
INVESTMENTS	609
LESSON PLANS	111

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
Child/student abuse	806
Clearance statements, Act 151	806, 818
COBRA	813
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
Free/reduced-price meals and free milk	808.1

Insurance	812, 813
Internet use	815
Litigation hold	800
Medical insurance	813
Memorandum of understanding	805
Off-air recordings - copyrights	814
Opening exercises, flag salute	807
Organization, district	802
Property insurance	812
Records management	800
Records retention	800
Public records	801
Reporting requirements, abuse	806
School calendar	803
School day	804
Software copyrights	814
State mandate waivers	825
Technical training	815.1
Transportation	810
Videotapes, copyright	814
Weapons	816

## PAYROLL

Authorization	614
Deductions	615

PERSONNEL FILES - see Records

PETTY CASH	617
------------	-----

## PHYSICAL EXAMINATIONS

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

## 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
Assignment and transfer	409
Background checks	404, 405, 409
Bereavement leave	436
Compensated professional leaves	438.1
Conduct	417
Conference attendance	431, 433
Creating positions	401
Disciplinary procedures	417
Dress and grooming	425
Drug and substance abuse	451, 452
Drug testing	452
Employee assistance program	444
Employment	104, 404, 405
Employment contract	408
Evaluation	412, 413
Family/medical leave	435
Freedom of speech	420
Gifts	422
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
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	408
Responsibility for student welfare	440
Sabbatical leave	438
Salary determination	428
Sexual harassment	448
Sick leave	434
Student teachers	407
Substitutes	405
Summer school staff	406
Supplemental contracts	408.1
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

## PROGRAMS

Academic standards	102
Adoption, planned instruction	107
Adoption of textbooks	108
Adult education	125, 125.1
Assessments	127
Behavior support	113.2
Belief statements	101
Bilingual program	138
Charter schools	140, 140.1
Child find	113
Class size	126
Confidentiality, special education records	113, 113.4, 216
Correspondence courses	124
Current events	119
Curriculum development	105
Curriculum review by parents/guardians and students	105.1

Discipline of students with disabilities	113.1
Discrimination	103, 103.1, 104
Distance communication	120
Drugs, special education students	113.1
Educational evaluations, special education	113.3
English as a second language	138
Equal access	122
Exemption from instruction	105.2
Exemption from testing	127
Extracurricular activities	122, 227.1, 228, 229, 618
Extracurricular participation by charter/cyber charter students	140.1
Field trips	121
Functional behavior assessments	113.3
Gifted education	114
Guidance counseling	112
Guides, planned instruction	106
Home education	137
Homebound instruction	117, 120, 204, 234
Homework	130
Independent educational evaluations	113.3
Independent study	118
Instructional supplies	110
Interscholastic athletics	123, 211, 227.1
Lesson plans	111
Limited English Proficiency Program	138
Migrant students	142
Mission statement	101
Nondiscrimination	103, 103.1, 104
Off-campus activities	122, 123
Persistently dangerous schools	143
Pilot programs	105
Planned instruction	106, 107
Recording of meetings, special education	113
Resource materials	109
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
Student travel	121
Summer school	124, 406
Tutoring	116
Victims of violent crimes	144

Vocational technical education	115
Weapons, disabled students	113.1
PROPERTY	700
Building security	709
Census	701
Facilities planning	701
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
Safety committee	705
Sanitary management	703
Service animals in schools	718
Strategic planning	701
Surplus property	706.1
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
Bullying	248, 249
Care of school property	224
Cellular phones	237
Class rank	214, 216
Communicable diseases	203
Complaint process	219
Confidential communications	207
Controlled substances	227
Corporal punishment	218
Cyberbullying	249, 815
Discipline	218, 218.1, 218.2, 233
Distribution of materials by students	220

Dress and grooming	221
Drugs/alcohol abuse	227, 227.1
Drug/alcohol testing	227.1
Early graduation	217
Educational tours, trips	204
Electronic devices	237
Enrollment in district	200
Expression	220
Expulsions	233
Foreign exchange students	239
Fundraising	229, 618
Grading	213
Graduation requirements	217
Hazing	247
Head lice	209.1
Health examinations, screenings	209
Hearings, formal/informal	233
HIV infection	203.1
Homeless students	251
Immunization	203
Laser pointers	237
Mace	218.1
Medications	210, 210.1
Military recruiters	216, 250
Motor vehicles	223, 227.1
Nonresident students	202
Nutrition goals	246
Off-campus activities	218, 227
Out of district student attendance	202.1
Paraphernalia	227
Physical activity goals	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
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 accident insurance	211
Student assistance team	236
Student government	228
Student involvement in decision-making	232
Student rights/surveys	235
Supplemental discipline records	216.1
Surveys, evaluations	235
Suspension	233
Terroristic threats, acts	218.2
Tobacco use	222
Transcripts	216
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
Classified employees	524
Litigation hold	800
Professional employees	424
Public records	801
Records management	800
Records retention	800
Students	216, 216.1

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

SAFETY COMMITTEE	705
SALARY	328, 428, 528
SCHEDULES	
Classified employees	532
Professional employees	432
School calendar	803
School day	804
SCHOOL BOARD PROCEDURES	
Agenda	006
Appointments	005
Authority of individual members	003
Authority and power	002
Board policy/procedure/administrative regulations	000
Code of conduct	011
Code of ethics	004
Committees	005, 006
Conference attendance	004
Executive sessions	006
Expenses	004
Functions	003
Meetings	006, 903
Membership	004
Minutes	006
Name and classification	001
Notice of meetings	006
Officers	005
Organization	005
Orientation	004
Policy, procedures	000, 003
Powers	002
Public notice, meetings	006
Qualifications	004
Policy manual access	007
Reimbursement	004
Removal of director	004

Rules of order	006
Special meetings	006
Standards, effective school governance	011
Superintendent's role	003
Teleconferencing	006.1
Vacancies	004
Voting	006

#### SEXUAL/UNLAWFUL HARASSMENT

Administrative employees	348
Classified employees	548
Professional employees	448
Students	248

#### SICK LEAVE

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

#### SMOKING/TOBACCO USE

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

#### SPECIAL EDUCATION

Aversive techniques	113.2
Behavior support	113.2
Child find/outreach	113
Classroom visitations	907
Confidentiality	113, 113.4, 216
Disciplinary placements	113.1, 113.2
Disciplinary placements – weapons, drugs, serious bodily injury	113.1

Due process hearings	113.1
Evaluations	113, 113.3
Functional behavioral assessments	113.3
Independent educational evaluations	113.3
Recording meetings	113
Referral to law enforcement	113.1, 113.2
Restraints – physical/mechanical	113.2
Screening	113.3
Seclusion	113.2
Special Education Plan	113

## 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

Classified employees	505
Professional employees	405

SUMMER SCHOOL 124, 406

## SUPERINTENDENT

Assistant superintendent	302, 313
Employment	302
Evaluation	312
Roles	003

SUSPENSIONS AND EXPULSIONS	233
SUSPENSIONS AND FURLOUGHES	
Administrative employees	311
Classified employees	511
Professional employees	411
TAXES	
Collection	606
Levy	605
TEXTBOOKS	
Adoption	108
Care of school property	224
Lending equipment and books	708
TRANSPORTATION	810, 810.1
TRAVEL REIMBURSEMENT	
Administrative employees	331
Board members	004
Classified employees	531
Professional employees	431
TUITION	202, 607
TUTORING	116

VACATION

Administrative employees	337
Classified employees	537

VISITORS 907

VOCATIONAL TECHNICAL EDUCATION 115

WAGE AND SALARY

Administrative employees	328
Classified employees	528
Professional employees	428

WEAPONS 113.1, 218.1, 816, 904

## BOARD POLICY MANUAL

### EXAMPLES OF LEGAL CITATIONS AND REFERENCES

SC 510, 1318	=	Pennsylvania School Code of 1949
Title 22 Sec. 4.4, 11.1	=	State Board of Education Regulations
Art. III Sec. 14	=	Pennsylvania Constitution
35 P.S. 11301	=	Purdon's Pennsylvania Statutes
P.L. 93-380	=	Federal Statutes
45 CFR 99	=	Code of Federal Regulations
C.S.A.	=	PA Consolidated Statutes Annotated
Pol. 116	=	Board Policy Reference