

**ALLEN PUBLIC SCHOOLS
ALLEN SCHOOL DISTRICT NO. I001**

SCHOOL POLICY MANUAL

TABLE OF CONTENTS

SECTION A	SCHOOL DISTRICT
SECTION B	SCHOOL BOARD OPERATIONS
SECTION C	BUSINESS AND SUPPORT SERVICES
SECTION D	PERSONNEL
SECTION E	INSTRUCTION
SECTION F	STUDENTS
SECTION G	COMMUNITY RELATIONS

ALLEN BOARD OF EDUCATION
SCHOOL POLICY REFERENCE MANUAL
TABLE OF CONTENTS

A	<u>SCHOOL DISTRICT</u>
AA	SCHOOL DISTRICT LEGAL STATUS
AE	PHILOSOPHY
AEA	MISSION OF ALLEN SCHOOL DISTRICT
AF	GOALS AND OBJECTIVES
B	<u>SCHOOL BOARD OPERATIONS</u>
BA	BOARD OF EDUCATION LEGAL STATUS
BAA	BOARD OF EDUCATION POWERS AND DUTIES
BAAB	NEPOTISM
BBB	SCHOOL BOARD MEMBERS TERM OF OFFICE
BBB-E2	BOARD OF EDUCATION OATHS OF OFFICE
BBH	DEVELOPMENT OPPORTUNITIES, BOARD MEMBERS
BD	SCHOOL BOARD INTERNAL ORGANIZATION
BD-R2	BOARD OF EDUCATION - MINUTES CLERK, REGULATION
BD-R3	BOARD OF EDUCATION - ENCUMBRANCE CLERK, REGULATION
BDAE	BOARD OF EDUCATION OFFICERS - TREASURER
BDAE-R	BOARD OF EDUCATION OFFICER DUTIES - TREASURER, REGULATION
BDFD	HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE
BE	BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES
BE-R	BOARD OF EDUCATION MEETINGS, VIDEOCONFERENCE REGULATIONS
BEA	SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION
BEC	EXECUTIVE SESSIONS
BED	BOARD OF EDUCATION MEETING, PUBLIC PARTICIPATION
BED-E	REQUEST TO ADDRESS BOARD OF EDUCATION
BED-R	BOARD OF EDUCATION MEETINGS, PUBLIC PARTICIPATION, REGULATION
BFA	BOARD POLICIES
BJ	BOARD OF EDUCATION EXECUTIVE OFFICER - SUPERINTENDENT
BJCD-R	SUPERINTENDENT EVALUATION FORM
BPCAB	HANDBOOKS, ADMINISTRATIVE

C	<u>BUSINESS AND SUPPORT SERVICES</u>
CA	EXPENDITURE OF DISTRICT FUNDS
CBB	POLICY FORBIDDING THE SUPPLANTING OF FEDERAL FUNDS AND GRANT MONIES FOR LOCAL REVENUE
CBBA	GRANT POLICIES AND PROCEDURES
CBBB	INTERNAL CONTROLS
CDA	MANAGEMENT AND INVESTMENT OF FUNDS
CDAC	GENERAL FUND BALANCE
CDCC	EQUAL OPPORTUNITY EDUCATION SCHOLARSHIP TAX CREDIT
CE	ANNUAL BUDGET
CFB	ACTIVITY FUNDS
CFB-R1	ACTIVITY FUNDS, REGULATION
CFBB	SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS
CFBB-E	APPLICATION FOR SANCTIONING
CFC	AUDITOR
CHA	PURCHASING AND DISTRIBUTION
CHC	BID AND QUOTATIONS
CHD	CREDIT CARDS
CHD-R	SCHOOL CREDIT CARD ADMINISTRATIVE REGULATIONS
CI	DISPOSAL OF SURPLUS SCHOOL PROPERTY
CK	SAFETY PROGRAM
CKAC	EMERGENCY PLANS
CKAD	SCHOOL SECURITY DRILLS
CKAE	DRUGS, ALCOHOL AND CONTRABAND SEARCHES
CKAE-R	DRUGS, ALCOHOL AND CONTRABAND SEARCHES REGULATIONS
CKAJ	SCHOOL SECURITY SURVEILLANCE CAMERAS
CKBB	WARNING SYSTEMS, INCLEMENT WEATHER
CKC	SAFETY DRILLS
CKC-R1	FIRE DRILLS, RULES AND PROCEDURES
CKC-R2	TORNADO DRILLS, RULES AND PROCEDURES
CKCA	EMERGENCY SCHOOL CLOSING
CKCB	BOMB THREATS
CKDA	TOBACCO USE PROHIBITED
CL	BUILDINGS, EQUIPMENT, AND GROUNDS
CLB	EQUIPMENT ACCOUNTABILITY
CLBCB	ARMED SCHOOL EMPLOYEES
CN	SCHOOL TRANSPORTATION
CN-R1	SCHOOL TRANSPORTATION, REGULATIONS
CN-R3	BUS DRIVERS AND USE OF TECHNOLOGY
CO	WELLNESS POLICY
COB	PROCUREMENT
COB-R	PROCUREMENT, REGULATION
COCA	CHILD NUTRITION MEAL CHARGE POLICY
CVFA	FAIR LABOR STANDARDS ACT
CVFA-E1	TIMEKEEPING, NON-EXEMPT EMPLOYEES
CVFA-E2	OVERTIME AUTHORIZATION FORM
CVFA-P	FAIR LABOR STANDARDS ACT, PROCEDURES
CVFA-R	FAIR LABOR STANDARDS ACT, REGULATION
CWB	DEATH OF A STUDENT OR STAFF MEMBER
CWC	MEMORIALS

D	<u>PERSONNEL</u>
DA	SEXUAL HARASSMENT
DAA	NONDISCRIMINATION
DAA-E	DISCRIMINATION COMPLAINT FORM
DAA-P	DISCRIMINATION COMPLAINTS, PROCEDURES
DAAC	FEDERAL PROGRAMS, COMPLAINT RESOLUTION
DABB	RECORDS INVESTIGATION
DBA	PARAPROFESSIONALS
DBAA	TITLE I AND SPECIAL EDUCATION PARAPROFESSIONALS
DBCA	STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS
DBD	CONFLICTS OF INTEREST
DBH	ACCOMODATIONS FOR LACTATING EMPLOYEES
DCC	DRUG-FREE WORKPLACE
DCC-E1	DRUG-FREE WORKPLACE NOTICE TO EMPLOYEES
DCCB	DRUG AND ALCOHOL TESTING PROGRAM BUS DRIVERS
DCCB-R	DRUG AND ALCOHOL TESTING PROGRAM BUS DRIVERS REGULATIONS
DDC	EMPLOYEE RESIGNATIONS AND REFERENCE REQUESTS
DDCA	ACCEPTANCE LETTERS OF RESIGNATION
DE-R1	SALARY SCHEDULES
DEC-R1	SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS
DEC-R2	SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS
DEC-R3	PERSONNEL PERSONAL BUSINESS LEAVE, REGULATIONS
DEC-R4	EMERGENCY LEAVE, REGULATIONS
DEC-R5	JURY DUTY SERVICE AND WITNESS LEAVE, REGULATIONS
DEC-R6	MILITARY LEAVE, REGULATIONS
DEC-R7	MATERNITY LEAVE REGULATIONS
DECA	FAMILY MEDICAL LEAVE
DED-R7	ASSOCIATION OFFICER LEAVE CERTIFIED PERSONNEL REGULATIONS
DEE	EXPENSE REIMBURSEMENT
DEE-R	TRAVEL AND EXPENSES
DEEC	STUDENT ACTIVITIES, EXPENSE REIMBURSEMENT
DEF	UNUSED SICK LEAVE, RETIREMENT PROGRAM
DEFA	LEAVE SHARING PLAN
DEFA-E1	LEAVE SHAREING AGREEMENT
DEFA-R1	LEAVE SHAREING PROGRAM REGULATIONS
DHAC	STAFF-MEMBERS AND SOCIAL NETWORKING SITES
DIAF	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)
DIAF-R	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS), REGULATION
DIAF-P	ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS
DMB	PROFESSIONAL GROWTH AND DEVELOPMENT
DMB-R1	PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION
DMB-R4	PROFESSIONAL DEVELOPMENT CERTIFICATION REIMBURSEMENT PROGRAM
DNA	TEACHER EVALUATION
DNAA	EVALUATION OF ADMINISTRATIVE PERSONNEL
DNB	PERSONNEL FILES, CERTIFIED STAFF
DO-R	TEACHER TERMINATION PROCEDURES

DOAC	SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION
DOB	DUE PROCESS FOR ADMINISTRATORS
DOCA	REDUCTION-IN-FORCE, CERTIFIED PERSONNEL
DOCB	REDUCTION-IN-FORCE, SUPPORT PERSONNEL
DPA	QUALIFICATIONS, TEACHERS
DPAHB	VOLUNTEER COACHES
DPAO	DIRECTOR OF FEDERAL PROGRAMS
DPB	SUBSTITUTE TEACHERS
DPD	ADJUNCT TEACHER POLICY

E INSTRUCTION

EBA	SCHOOL HOURS
ECA	SCHOOL DISTRICT SCREENING PROTOCOL
EFA	SCHOOL LIBRARY MEDIA CENTER
EFA-E1	REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL
EFA-E2	REPORT OF RECONSIDERATION
EFA-P	PUBLIC COMPLAINTS ABOUT LIBRARY CURRICULUM OR INSTRUCTIONAL MATERIALS, PROCEDURE
EFA-R1	SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION
EFBCA	INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY
EFBCA-E	INTERNET ACCESS CONDUCT AGREEMENT
EFBCA-R1	CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS
EFD	FIELD TRIP AND EXCURSIONS
EFD-E1	FIELD TRIPS, EXCURSIONS AND CONTESTS (STUDENT-PARENT FORM)
EFD-E2	FIELD TRIPS, EXCURSIONS AND CONTESTS (TEACHER-SPONSOR REQUEST FORM)
EFD-R1	EDUCATIONAL FIELD TRIPS REGULATIONS
EFD-R2	STUDENT OUT OF STATE TRIPS
EFDA	SENIOR TRIPS
EFEA	USING COPYRIGHTED MATERIAL
EGG	PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS
EGG-E	PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLIANT FORM
EHA	BASIC INSTRUCTIONAL PROGRAM
EHAH	SEX EDUCATION
EHAI	AIDS PREVENTION EDUCATION FOR STUDENTS
EHAK	PHYSICAL EDUCATION
EHBC-E3	REVOCATION FOR CONSENT FOR SPECIAL EDUCATION SERVICES
EHBC-R4	SPECIAL EDUCATION SERVICES FOR CHILDREN ENROLLED IN PRIVATE SCHOOL
EHBCA	EXTENDED SCHOOL YEAR SERVICES
EHBDB	TITLE I PARENT INVOLVEMENT
EHBDBA	PARENT PARTICIPATION IN THE SCHOOL DISTRICT
EHBDBA-E	NOTIFICATION
EHBE	LIMITED ENGLISH PROFICIENCY INSTRUCTION
EHBE-E	LIMITED ENGLISH PROFICIENT PROGRAMS, PARENT NOTIFICATION FORMS
EBH	ALTERNATIVE EDUCATION
EBJA	CONVERSION SCHOOL
EHDD	CONCURRENT ENROLLMENT, STUDENT
EHDF	ONLINE INSTRUCTION
EIA	PROMOTION AND RETENTION
EIA-R4	STUDENT RETENTION, REGULATION
EIA-R5	MIDYEAR PROMOTION, FOURTH-GRADE

TABLE OF CONTENTS (Cont.)

EIAD	PARENT TEACHER CONFERENCES
EIAE	PROFICIENCY BASED PROMOTION
EIAE-P	PROFICIENCY BASED PROMOTION TESTING PROCEDURES
EIEC	RELEASED TIME COURSES
EIED	GRADUATION REQUIREMENTS
EIEDF	INDIVIDUAL CAREER AND ACADEMIC PLAN
EJ	GUIDANCE AND COUNSELING SERVICES
EJB	SUICIDE AWARENESS AND TRAINING
EJF	MENTAL HEALTH CRISIS PROTOCOL
EK	TESTING PROGRAM
EK-R1	TESTING PROGRAM, STUDENT SURVEYS, REGULATION
EKBA	READING SUFFICIENCY TESTING
EMC	GRADUATION POLICY
EMDB	FLAGS
EMI	MOMENT OF SILENCE

F STUDENTS

FB	SEXUAL HARASSMENT OF STUDENTS
FB-E1	SEXUAL HARASSMENT INCIDENT REPORT FORM
FB-E2	WRITTEN NOTICE TO KNOWN PARTIES REGARDING ALLEGATIONS OF SEXUAL HARASSMENT
FB-E3	WRITTEN REPORT
FD	STUDENT RESIDENCY
FD-P	STUDENT RESIDENCY DISPUTE PROCEDURES
FDA	STUDENTS: ENROLLMENT REQUIREMENTS
FDAAA	ELECTRONIC SIGNATURES
FDAH	ENROLLMENT OF MILITARY CHILDREN
FDAHA	EDUCATION OF MIGRATORY CHILDREN
FDC	STUDENT ATTENDANCE
FDC-P	MEDICAL EXEMPTION REVIEW COMMITTEE PROCESS FOR ELIGIBLE EXEMPTIONS AND DOCUMENTATION FOR DECISION
FDC-R1	ATTENDANCE POLICY, REGULATION
FE	STUDENT TRANSFERS
FEF	STUDENT TRANSFERS FOR CHILDREN OF EMPLOYEES
FEG	STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS
FEH	TRANSFERS FOR SPECIAL EDUCATION STUDENTS
FEXX	WITHDRAWAL FROM SCHOOL
FFA	HEALTH, STUDENTS
FFA-R	HEAD LICE, REGULATIONS
FFAB	IMMUNIZATIONS, STUDENTS
FFAC	FIRST AID, STUDENTS
FFACA	MEDICATION: ADMINISTERING TO STUDENTS
FFACC	DIABETES MEDICAL MANAGEMENT
FFACCA	HYPOGLYCEMIC EMERGENCY PROCEDURES
FFACCA-E	WAIVER OF LIABILITY FOR HYPOGLYCEMIC EMERGENCY PROCEDURES
FFACD	MEDICAL MARIJUANA
FFACDA	ADMINISTRATION OF EMERGENCY OPIOID ANTAGONISTS
FFACDAA	SEIZURE-SAFE SCHOOLS
FFAD	BED BUG PROTOCOL
FFAEA	CONCUSSIONS AND HEAD INJURIES
FFAEA-E	CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT & INFORMATION SHEET

TABLE OF CONTENTS (Cont.)

FFAF	VISION SCREENING OF STUDENTS
FFF	STUDENT SAFETY IDENTIFICATION CARD
FFFD	VEHICLE USE AND PARKING STUDENTS
FFG	REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
FJ	FUND RAISING BY IN SCHOOL ORGANIZATIONS
FJ-E	FUND RAISER REQUEST
FJ-P	STUDENT FUND RAISING ACTIVITIES PROCEDURES
FJ-R	ADMINSTRATIVE GUIDELINES FOR RAFFLES
FL	STUDENT RECORDS
FL-R	COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION
FLE	TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION
FLF	INFORMATION COORDINATOR
FM	STUDENTS ACTIVITIES, SCHOLASTIC ELIGIBILITY
FM-R	STUDENTS ACTIVITIES, ELIGIBILITY, REGULATION
FMA	EXTRACURRICULAR ACTIVITIES
FMAAA	EXTRACURRICULAR ACTIVITIES EMERGENCY MEDICAL SERVICES
FMAAA-E	EMERGENCY ACTION PLANS
FMAAA-E2	EVALUATION OF EMERGENCY ACTION PLANS
FMC	STUDENT CLUBS AND ORGANIZATIONS SPONSORS
FNCA	STUDENT CONDUCT, DRESS CODE
FNCA-R	STUDENT CONDUCT, DRESS CODE, REGULATION
FNCC	HAZING
FNCD	BULLYING
FNCD-E	HARASSMENT/BULLYING INCIDENT REPORT FORM
FNCD-P	PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, INVESTIGATION PROCEDURES
FNCD-R	PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION
FNCE	REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES
FNCFD	STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES
FNCFD-E	STUDENT EXTRACURRICULAR ACTIVITES CONTRACT
FNCGA	WEAPONS-FREE SCHOOLS
FNF	SEARCH OF STUDENTS
FNF-E	STUDENT SEARCHES CHECKLIST
FNF-E2	STUDENT SEARCHES AUTHORITY TO TRANSPORT
FNF-R	SEARCH OF STUDENTS, REGULATION
FNG	WIRELESS TELECOMMUNICATION DEVICES
FO	STUDENT DISCIPLINE
FO-R1	CONTROL AND DISCIPLINE POLICY
FO-R5	RESTRAINT AND SECLUSION
FOB	CORPORAL PUNISHMENT
FOB-E1	CORPORAL PUNISHMENT CONSENT FORM
FOB-E2	CORPORAL PUNISHMENT REPORT FORM
FOD	SUSPENSION OF STUDENTS
FOD-R	SUSPENSION OF STUDENTS, REGULATION
FP	STUDENT FEES, FINES, AND CHARGES

TABLE OF CONTENTS (Cont.)

G	<u>COMMUNITY RELATIONS</u>
GBA	OPEN RECORDS ACT
GBA-R	OPEN RECORDS ACT, REGULATIONS
GI	ADVERTISING ON SCHOOL PROPERTY
GJ	SCHOOL VISITORS
GJ-P	SCHOOL VISITORS, GRIEVANCE/APPEALS PROCESS
GJBA	STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION
GK	USE OF SCHOOL PROPERTY
GKF	DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES