

TABLE OF CONTENTS  
EASTON AREA SCHOOL DISTRICT  
POLICY MANUAL

000 LOCAL BOARD PROCEDURES

000	Board Policy/Procedure/Administrative Regulations
001	Name And Classification
002	Authority And Powers
003	Functions
003.1	Review of Board Procedures
004	Membership
005	Organization
006	Meetings
007	Distribution
008	Line and Staff Relations
008.1	Line and Staff Relations Chart
009	School Board Policy Process
011	Board Governance Standards/Code of Conduct

## 100 PROGRAMS

100	Strategic Plan
101	Philosophy Of Education/Mission Statement
102	Academic Standards
103	Nondiscrimination In School And Classroom Practices
104	Nondiscrimination In Employment And 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
108	Adoption Of Textbooks
109	Resource Materials
110	Instructional Supplies
111	Lesson Plans
112	Guidance Counseling
113	Special Education
113.1	Discipline Of Students With Disabilities
113.2	Positive Behavior Support for Students with Disabilities
114	Gifted Education
115	Vocational Technical Education
116	Tutorial Instruction
117	Homebound Instruction
118	Independent Study
119	Current Events
121	Field Trips
121.1	Student Group Travel Abroad
122	Extracurricular Activities
123	Interscholastic Athletics
124	Summer School
125	Adult Education
126	Class Size
127	Assessments
130	Homework
132	Alternative Education
136	Religion In The Schools
137	Home Education Programs
138	English As A Second Language/Bilingual Program
140	Charter Schools
142	Migrant Students
143	Standards For Persistently Dangerous Schools
144	Standards For Victims Of Violent Crimes

## 200 PUPILS

201	Admission Of Students
202	Eligibility Of Nonresident Students
203	Communicable Diseases And Immunization
203.1	HIV Infection
204	Attendance
204.1	Temporary Medical Excusals
205	Postgraduate Students
206	Assignment Within District
207	Confidential Communications Of Students
208	Withdrawal From School
209	Health Examinations/Screenings
209.1	Pediculosis Capitis (Head Lice)
209.2	Severe Allergy/Anaphylaxis
210	Administration Of Medication
211	Student Accident Insurance
212	Reporting Student Progress
213	Assessment Of Student Progress
214	Class Rank
215	Promotion And Retention
216	Student Records
216.1	Supplemental Discipline Records
217	Graduation Requirements
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
219	Student Complaint Process
220	Student Expression
221	Dress And Grooming
221AR	Dress and Grooming Administrative Regulations
222	Tobacco Use
223	Use Of Motor Vehicles
224	Care Of School Property
225	Relations With Law Enforcement Agencies
226	Searches
227	Controlled Substances/Paraphernalia
228	Student Government
229	Student Fundraising
230	Public Performances By Students
231	Social Events And Class Trips
232	Student Involvement In Decision-Making
233	Suspension And Expulsion
234	Pregnant Students
235	Student Rights/Surveys
237	Electronic Communication Devices
239	Foreign Exchange Students
240	Presentation Of Student Honors
246	Student Wellness
247	Hazing
248	Unlawful Harassment
249	Gang Policy
250	Student Recruitment

251  
252

Homeless Students  
Anti-Bullying

## 300 ADMINISTRATIVE EMPLOYEES

300	General Administration Goals And Objectives
301	Creating A Position
302	Employment Of Superintendent/Assistant Superintendent
303	Employment Of Administrators
308	Employment Contract
309	Assignment And Transfer
310	Abolishing A Position
311	Suspensions And Furloughs
312	Evaluation Of Superintendent
313	Evaluation Of Administrative Employees
314	Physical Examination
314.1	Bloodborne Pathogens
316	Nontenured Employees
317	Conduct/Disciplinary Procedures
319	Outside Activities
320	Freedom Of Speech In Nonschool Settings
321	Political Activities
322	Gifts
323	Tobacco Use
324	Personnel Files
325	Dress And Grooming
326	Complaint Process
327	Management Team
328	Compensation Plan
331	Job Related Expenses
333	Professional Development
334	Sick Leave
335	Family and Medical Leaves
335.1	Maternity Leave
336	Personal Necessity Leave
337	Vacation
338	Sabbatical Leave
338.1	Compensated Professional Leaves
339	Uncompensated Leave
342	Jury Duty
348	Unlawful Harassment
351	Drug And Substance Abuse
352	Pre-Employment Drug Testing

## 400 PROFESSIONAL EMPLOYEES

400	Goals And Objectives
401	Creating A Position
404	Employment Of Professional Employees
405	Employment Of Substitute Professional Employees
406	Employment Of Summer School Staff
407	Student Teachers
408	Employment Contract
409	Assignment And Transfer
410	Abolishing A Position
411	Suspensions And Furloughs
412	Evaluation Of Professional Employees
413	Evaluation Of Temporary Professional Employees
414	Physical Examination
414.1	Bloodborne Pathogens
416	Nontenured Staff Members
417	Conduct/Disciplinary Procedures
418	Penalties For Tardiness
419	Outside Activities
420	Freedom Of Speech In Noninstructional Settings
421	Political Activities
422	Gifts
423	Tobacco Use
424	Personnel Files
425	Dress And Grooming
426	Complaint Process
428	Salary/Benefits Determination
431	Job Related Expenses
432	Working Periods
433	Professional Development
434	Sick Leave
435	Family And Medical Leaves
435.1	Maternity Leave
436	Personal Necessity Leave
438	Sabbatical Leave
438.1	Compensated Professional Leaves
439	Uncompensated Leave
440	Responsibility For Student Welfare
442	Jury Duty
448	Unlawful Harassment
449	Employment After Retirement
451	Drug And Substance Abuse
452	Pre-Employment Drug Testing
460	School Police Officers Conditions of Work Secondary Employment Law Enforcement

## 500 CLASSIFIED EMPLOYEES

500	Goals And Objectives
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 And Furloughs
512	Evaluation Of Classified Employees
514	Physical Examination
514.1	Bloodborne Pathogens
516	School Police Officers
517	Conduct/Disciplinary Procedures
518	Penalties For Tardiness
519	Outside Activities
522	Gifts
523	Tobacco Use
524	Personnel Files
525	Dress And Grooming
526	Complaint Process
528	Salary/Benefits Determination
530	Overtime
531	Job Related Expenses
532	Working Periods
534	Sick Leave
535	Family And Medical Leaves
536	Personal/Emergency Leave
537	Vacation
539	Uncompensated Leave
541	Benefits For Part-time Personnel
542	Jury Duty
543	Paid Holidays
548	Unlawful Harassment
551	Drug And Substance Abuse
552	Pre-Employment Drug Testing

## 600 FINANCES

601	Fiscal Objectives
602	Budget Planning
603	Budget Preparation
604	Budget Adoption
605	Tax Levy
606	Tax Collection
606.1	Tax Exonerations
607	Tuition Income
608	Bank Accounts
609	Investment Of District Funds
610	Purchases Subject To Bid/Quotation
611	Purchases Budgeted
612	Purchases Not Budgeted
613	Cooperative Purchasing
614	Payroll Authorization
615	Payroll Deductions
616	Payment Of Bills
617	Petty Cash
618	Student Activity Funds
619	District Audit
620	Procurement Cards (On Hold)
621	Local Taxpayer Bill Of Rights (On Hold)
622	GASB Statement 34
623	Fund Balance

## 700 PROPERTY

701	Facilities Planning
702	Gifts, Scholarships, Donations, Etc.
703	Sanitary Management
704	Maintenance
705	Safety
706	Property Records
707	Use Of District Facilities
708	Lending Equipment And Books
709	Building Security
710	Use Of Facilities By Staff
713	Vandalism
715	Use Of FAX Machines
716	Integrated Pest Management

## 800 OPERATIONS

800-AR-1	Records Retention Schedule
801	Public Records
801.ATT	Right-to-Know Fee Structure
801-AR	Exempted Records
801-AR-1	Disclosure of Certain Records
801-AR-2	Fees for Public Records Requests
802	School Organization
803	School Calendar
804	School Day
805	Emergency Evacuation Of Schools
806	Child/Student Abuse
807	Opening Exercises/Flag Displays
808	Food Services
808.1	Free/Reduced-Price Meals
810	Transportation
810.1	Drug And Alcohol Testing - Covered Drivers
810.2	Transporting Musical Instruments on Buses
811	Bonding
812	Property Insurance
813	Other Insurance
814	Copyright Material
814.1	Use Of District Insignia And Logos
815	Acceptable Use Of Internet And Computer Network
816	Video Monitoring Systems
817	Energy Management/Energy Conservation
818	Contracted Services
822	Automated External Defibrillator (AED)
825	State Mandate Waivers

## 900 COMMUNITY

- 901 Public Relations Objectives
- 902 Publications Program
- 903 Public Participation In Board Meetings
- 904 Public Attendance At School Events
- 905 Citizen Advisory Committees
- 906 Public Complaints
- 907 School Visitors
- 908 Relations With Parents/Guardians
- 909 Municipal Government Relations
- 910 Community Relations
- 911 News Media Relations
- 912 Relations With Educational Institutions
- 913 Relations With Special Interest Groups
- 914 Relations With Intermediate Unit
- 917 Parental/Family Involvement
- 918 Title I Parental Involvement
- 919 District/School Report Cards