

TABLE of CONTENTS of ADMINISTRATIVE GUIDELINES for BOARD POLICIES

NOTE: Bold Policy ##### and Bold Title indicates those Administrative Guidelines (AGs) required by Board Policy.

Chapter 0000 -- By-laws

0100	<i>Definitions</i>
0110	<i>Official Description</i>
0111	Name
0112	Purpose
0113	Participants
0115	Address
0120	<i>Powers and Philosophy</i>
0121	Board Authority
0122	Board Powers
0130	<i>Functions</i>
0131	Legislative
0131.1	Bylaws and Policies
0132	Executive
0132.1	Selection of Director
0132.2	Administrative Authority
0133	Judicial
0134	Operational
0140	<i>Membership</i>
0141	Number
0142	Composition
0142.5	Orientation
0143	Board Member Authority
0143.1	Public Expressions of Board Members
0144	Operations
0144.2	Board Member Ethics
0144.3	Conflict of Interest
0144.4	Defense and Indemnification of Board Members
0144.5	Gifts and Gratuities
0150	<i>Organization</i>
0151	Organizational Meeting
0151.1	Board of Finance
0152	Officers
0154	Motions
0155	Committees
0160	<i>Meetings</i>
0161	Parliamentary Authority
0162	Quorum
0163	Presiding Officer
0164	Call/Board Operations
0164.1	Regular Meetings
0164.2	Special Meetings
0164.3	Emergency Meetings
0165	Notice
0165.1	Regular Meetings
0165.2	Change of Regular Meetings
0165.3	Special Meetings

0165.4	Recess
0165.5	Series of Meetings (Gatherings)
0166	Agenda
0166.1	Consent Agenda
0167	Conduct
0167.1	Voting
0167.2	Executive Session
0167.3	Public Participation at Board Meetings
0167.4	Adjournment
0167.5	Use of School Corporation Electronic Mail by Board Members
0168	Minutes
0168.1	Open Meeting
0168.2	Executive Session
0170	<i>Duties</i>
0171	Officers
0171.1	President
0171.2	Vice-President
0171.3	Secretary
0171.4	Treasurer
0172	Legal Counsel
0174	Reports
0175	Memberships
0175.1	Board Conferences, Conventions, and Workshops
0175.2	Advisory Committees

Chapter 1000 -- Administration

1100	Organization of Southside Special Services of Marion County (SSSMC)
1110	Assessment of SSSMC Goals
1113	Annual School Directory
1130	Conflict of Interest - Private Practice
1130.01	Conflict of Interest – Employment of a Dependent of a Public Servant
1200	Administrator Ethics
1210	Board – Executive Director Relationship
1214	Staff Gifts
1220	Employment of the Executive Director
1230	Responsibilities of the Executive Director
1230.01	Development of Administrative Guidelines
1231	Outside Activities of Administrators
1240	Evaluation of the Executive Director
1241	Non-Reemployment of the Executive Director
1260	Incapacity of the Executive Director
1400	Job Descriptions
1411	Required Reports and Protection of Whistleblowers
1422	Nondiscrimination and Equal Employment Opportunity
1430	Leaves of Absence
1520	Employment of Administrators in Addition to the Executive Director
1521	Personal Background Check and Mandatory Reporting of Convictions and Arrests
1530	Evaluation of Administrators
1537	Military Service
1543	Non-Renewal of Administrative Contracts
1613	Student Supervision and Welfare
1615	Use of Tobacco by Administrators
1617	Weapons

1630.01 Family & Medical Leaves of Absence
1662 Anti-Harassment

Chapter 2000 -- Program

2105 Mission of Southside Special Services of Marion County (SSSMC)
2110 Statement of Philosophy
2220 General Provisions and Administrative Structure
2260 Nondiscrimination and Access to Educational Opportunity
2260.01 General Provisions and Administrative Structure
 A. Authorization to Conduct Special Education Programs
 B. Organizational and Administrative Structure
 C. Private School Students
AG 2260.02 Program Monitoring and Supports for Personnel [see Policy language 4/17/15]
 A. Program Monitoring
 B. Supports for Personnel
AG 2260.03 General Administration of Programs [see Policy language 4/17/15]
 A. Parent and Community Participation
 B. Special Education Program Personnel
 C. School Calendar
 D. Facilities
 E. Instructional Curricular, Materials, Equipment, and Assistive Devices
 F. Transportation
 G. Administration of Medication
 H. State and Local Assessments
AG 2260.04 Notice of Procedural Safeguards [see Policy language 4/17/15]
 A. Notice of Procedural Safeguards
 B. Evaluation Procedures
 C. Independent Educational Evaluations
 D. Case Conference Committee Meetings and Written Notice
 E. Least Restrictive Environment
 F. Revocation of Consent for Special Education and Related Services
 G. Due Process Hearing
 H. Expedited Due Process Hearings
 I. Mediation
 J. Complaints
AG 2260.05 Confidentiality of Information [see Policy language 4/17/15]
 A. Procedural Statements
 B. Inspection and Review
 C. Amendment of Records/Hearing Rights and Procedures
 D. Protection During Collection, Maintenance, and Destruction
AG 2260.06 Educational Surrogate Parents [see Policy language 4/17/15]
AG 2260.07 Identification and Evaluation [see Policy language 4/17/15]
 A. Child Find
 B. Comprehensive and Coordinated Early Intervening Services
 C. Educational Evaluation
AG 2260.08 Eligibility [see Policy language 4/17/15]
 Criteria for 13 eligibility categories (see Article 7)
AG 2260.09 Educational Placement [see Policy language 4/17/15]
 A. Case Conference Committee/Annual Case Review
 B. Instruction for Student at Student's Home or Alternative Setting
 C. Instruction for Students with Injuries and Temporary or Chronic Illness
AG 2260.10 Program and Service Information [see Policy language 4/17/15]
 A. Early Childhood Programs

	B. Elementary and Secondary Programs
	C. Transition
	D. Transfer of Rights
	E. Appointment of Educational Representative
	F. Summary of Performance
	G. Related Services
AG 2260.11	Placement Options and Caseloads [see Policy language 4/17/15]
	A. Placement Options and Personnel
	B. Caseloads
AG 2260.12	Discipline Procedures [see Policy language 4/17/15]
	A. Removals in General
	B. Removals that Do Not Result in a Disciplinary Change of Placement
	C. Removals that Result in a Disciplinary Change of Placement
	D. Interim Alternative Educational Settings for Weapons, Drugs or Serious
	E. Substantial Likelihood of Injury to Student or Others
	F. Placement of the Student Pending Due Process Hearings or Appeals
	G. Protections for Students Not Yet Eligible
	H. Referral to Law Enforcement
AG 2260.13	Public Agency Application [see Policy language 4/17/15]
	A. Assurances to Federal Government
	B. Assurances to the State and Federal Department of Education
	C. Project Necessitating Construction
	D. Procedures
	E. Content of the Application
	F. Policies and Procedures for State Plan Requirements
	G. Minimum Average Amount Computations
	H. Maintenance of Effort
2340	Field Trips
2410	Audio and Videotaping of Meetings
2421.01	Students as Trainees
2520	Selection of Instructional Materials and Equipment
2531	Copyrighted Works
2623	Student Assessment & Test Security Provisions for Statewide Assessment
2623.01	Test Security Provisions for Statewide Assessments
2623.02	Alternate Assessments
2630	Extended School Year (ESY): Consideration Guide
2700	Deaf and Hard of Hearing (DHH) Programs
2700.01	DHH: Guidelines for Evaluation, Placement and IEP Development
2700.02	Educational Interpreting Services for Extracurricular Activities
2700.03	DHH: Substitutes for Educational Interpreters
2700.04	DHH: Purchase of Equipment for Nonpublic Schools
2800	RISE Learning Center (RLC)
2800.01	External Transitions to the RLC
2800.02	Direct Transitions to the RLC
2800.03	Internal Referrals and Placements at the RLC
2900	Homebound Instruction
2910	Educational Evaluations
2910.01	Independent Educational Evaluations
2910.02	Comprehensive Educational Evaluation and Related Services
2920	School-based Physical Therapy
2930	Students Placed at the Indiana School for the Blind and Visually Impaired (ISBVI) or the Indiana School for the Deaf (ISD)

2931 Students Placed in a Residential Mental Health Facility – Education Funding
2932 Nonpublic Schools

Chapter 3000 -- Professional Staff

3111 Creating a Position
3120 Employment of Professional Staff
3120.03 Posting of New Positions
3120.04 Employment of Substitutes/Professional Standards
3120.05 Employment of Personnel in Extended School Year Services
3120.06 Selecting Student Teachers/Administrative Interns
3120.07 Employment of Casual Resource Personnel
3120.08 Employment of Personnel for Extra-curricular Activities
3120.09 Employment of Occupational Therapist/Physical Therapist
3120.10 Job Sharing
3121 Personal Background Check
3122 Nondiscrimination and Equal Employment Opportunity
3122.01/4122.01 Drug-free Workplace
3122.02/4122.02 Nondiscrimination Based on Genetic Information
3123/4123 Section 504/ADA: Prohibition Against Disability Discrimination in Employment
3124 Employment Contracts
3125 Mentor Program for Certificated Professional Staff
3130 Assignment and Transfer
3131 Justifiable Decrease in Certificated Staff Positions
3139 Staff Discipline
3140 Termination and Resignation
3140.01 Exit Procedures for Employees
3142 Cancellation of a Teaching Contract
3160/4160 Fitness for Duty Examination
3161 Unrequested Leaves of Absence
3170 Substance Abuse
3170.01 *Employee Assistance Program*
3179 Professional Concerns
3210 Staff Ethics
3211/4211 Required Reports and Protection of Whistleblowers
3213 Student Supervision and Welfare
3214 Staff Gifts
3215 Use of Tobacco by Professional Staff
3216 Staff Dress and Grooming
3217 Possession of Firearms and Weapons by Professional Staff
3220 Staff Evaluations
3221 Professional Standards for Substitute Teachers
3231 Outside Activities of Staff
3241 Professional Associations
3242 Professional Growth Requirements
3243 Professional Development Activities
3310 Freedom of Speech in Non-instructional Settings
3311 Social Media
3362/4362 Anti-Harassment (informal and formal complaint process)
3362.01/4362.01 Threatening and/or Intimidating Behavior toward Staff Members
3410.01/4410.01 Compensation for Part-time Staff
3410.04 Substitute Compensation
3415/4415 Severance Pay
3419 Group Health Plans

3419.01/4419.01	Privacy Protections of Self-Funded Group Health Plans
3419.02	Privacy Protections of Fully Insured Group Health Plans
3420	Benefits for Nonrepresented Staff [see Handbooks for Full-year, School-year and Therapists]
3421	Benefits for Administrators
3421.01	COBRA
3430	Leaves of Absence
3430.01	Family & Medical Leaves of Absence
3431	Return to Work
3437	Military Service
3440/4440	Job-Related Expenses
3441	Access Card and Fee for Replacements
3531	Work Stoppage

Chapter 4000 -- Support Staff

4111	Creating a Position
4120	Employment of Support Staff
4120.01	Private Duty Nurse
4120.02	School Nurse
4120.03	[Open]
4120.04	Employment of Substitutes
4121	Personal Background Checks and Mandatory Reporting of Convictions and Arrests
4122	Nondiscrimination and Equal Employment Opportunity
4122.01	Drug-Free Workplace
4122.02	Nondiscrimination Based on Genetic Information
4123	Section 504/ADA: Prohibition Against Disability Discrimination
4130	Disability Discrimination in Employment
4140	Resignations
4140.01	Exit Procedures for Employees
4141	Layoffs of Support Staff
4150	Disciplinary Actions
4160	Fitness for Duty
4161	Unrequested Leaves of Absence
4170	Substance Abuse [see AG 3170]
4170.01	Employee Assistance Program [see AG 3170.01]
4211	Required Reports and Protection of Whistleblowers
4213	Student Supervision and Welfare
4214	Staff Gifts
4215	Use of Tobacco by Support Staff
4216	Support Staff Dress and Grooming
4217	Possession of Firearms and Weapons by Support Staff
4220	Evaluation of Support Staff
4231	Outside Activities of Support Staff
4311	Social Media [see AG 3311]
4362	Anti-Harassment
4362.01	Threatening and/or Intimidating Behavior Toward Staff Members
4400	Salary/Wage Schedules
4410.01	Compensation for Part-Time Staff
4413	Overtime
4415	Severance Pay
4419	Group Health Plans
4419.01	Privacy Protections of Self-Funded Group Health Plans

4419.02	Privacy Protections of Fully Insured Group Plans
4420	Group Insurance Program
4421	Benefits
4430	Leaves of Absence
4430.01	Family & Medical Leaves of Absence (FMLA)
4430.02	Court Duty
4431	Return to Work [See Handbooks]
4433	Vacation [See Handbooks]
4434	Holidays
4436	Personal Leave [See Full Year and School Year Handbooks]
4436.01	Personal Business
4436.02	Family Illness
4436.03	Sick Leave
4436.04	Funeral Leave
4436.05	Reporting Absences
4436.06	Attendance and Absences
4437	Military Leave
4440	Job Related Expenses
4441	Access Card and Fee for Replacements
4531	Work Stoppage

Chapter 5000 – Students

5111	Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement
5111.01	Homeless Students
5111.02	Educational Opportunity for Military Children
5111.03	Enrollment Restrictions
5120	Assignment Within the Cooperative
5130	Withdrawal from School
5136	Personal Communication Devices
5200	Attendance
5230	Late Arrival and Early Dismissal
5310	Health Services
5320	Immunizations
5330	Use of Medications
5330.01	Self-Administered Medication
5330.02	Care of Students with Diabetes
5335	Care of Students with Chronic Health Conditions
5340	Student Accidents
5340.01	Student Concussions
5341	Emergency Medical Authorization
5350	Student Suicide
5410	Promotion, Placement, and Retention
5420	Reporting Student Progress
5460	Graduation/Program Completion Requirements
5464	Early Graduation
5500	Student Conduct/Weapons/Interim Alternative Educational Setting
5512	Use of Tobacco
5513	Care of School Property
5517	Anti-Harassment
5517.01	Bullying
5530	Drug Prevention
5540	The Schools and Governmental Agencies

5600	Disciplining Special Education Students
5601	Disciplining Section 504 Students
5605	Manifestation Determination
5605.01	Out-of-School Suspension
5605.02	In-School Suspension
5605.03	Expulsion
5611	Due Process Rights
5630	Corporal Punishment
5630.01	Use of Seclusion and Restraint with Students
5722	School-Sponsored Publications and Productions
5751	Married or Pregnant Students
5771	Search and Seizure
5772	Weapons
5830	Student Fundraising
5870	Student Production of Goods and Services
5895	Student Employment

Chapter 6000 – Finances

6105	Authorization to Use Facsimile Signature
6110	Grant Funds
6145	Short-Term Indebtedness
6150	Enrollments of Students on a Cash Transfer Basis
6151	Bad Checks and Uncollectable Debts
6210	Fiscal Planning
6220	Budget Preparation
6231	Budget Implementation
6320	Purchasing
6320.01	Purchasing Using Online Reverse Auctions
6320.02	Purchasing Student Specific Equipment
6320.03	Volume Purchasing for Apple Ipad Accounts
6320.04	Fees for Curricular Materials
6423	Credit Cards
6440	Joint Purchasing
6460	Conflicts of Interest and Vendor Relations
6470	Payment of Claims
6470.01	Additional Pay -- Stipends
6510	Payroll Authorization
6520	Payroll Deductions
6550	Travel Payment and Reimbursement
6655	School Technology Fund
6680	Recognition
6770	Fair Labor Standards Act
6800	System of Accounting

Chapter 7000 – Property

7101	Notice of Procurement of Professional Services
7217	Possession of Firearms and Weapons by Visitors
7310	Disposition of Surplus Property
7420	Hygienic Management
7430	Safety Standards
7434	Use of Tobacco on Visitors

7440	Facility Security Program
7440.01	Electronic Monitoring and Recording
7450	Property Inventory
7455	Accounting System for Fixed Assets
7460	Conservation of Natural and Material Resources
7510	Use of School Facilities
7530.01	Cell Phone Allowance
7530.02	Staff Use of Personal Communication Devices
7540	Computer Technology and Networks
7540.01	Technology Privacy
7540.02	Web Page
7540.03	Student Network and Internet Acceptable Use and Safety
7540.04	Staff Network and Internet Acceptable Use and Safety
7541	Electronic Data Processing Disaster Recovery Plan
7542	Access to SSSMC Technology Resources from Personal Communication Devices
7543	Remote Access to the SSSMC's Network

Chapter 8000 -- Operations

8120	Volunteers
8121	Contracted Services --Personal Background Check
8210	School Calendar
8220	School Day
8310	Public Records
8310.01	Retention of Public Records
8310.02	Disposal of Public Records
8311	Public Access to Employee Contracts
8315	Information Management
8315.01	Retention of Electronic Mail
8320	Personnel Files
8330	Student Records
8330.01	Records Request
8350	Confidentiality
8351	Security Breach
8352	Data Privacy and Transparency
8353	Data Privacy – Third Party Vendors
8390	Animals on Cooperative Property
8400	School Safety
8405	Environmental Health and Safety Issues
8410	Crisis Intervention
8420	Emergency Evacuation of Schools
8420.01	Utility Loss or Failure
8431	Preparedness for Toxic and Asbestos Hazards
8432	Pest Control and Use of Pesticides
8442	Reporting Accidents
8450	Control of Casual-Contact Communicable Diseases
8451	Head Lice
8452	Automatic External Defibrillators
8453	Control of Noncasual-Contact Communicable Diseases [See RLC Infestation/Infection Procedures]
8453.01	Control of Blood-borne Pathogens
8462	Child Abuse and Neglect
8500	Food Services
8510	Wellness

8540	Vending Machines
8615	Idling School Buses and Other Idling Vehicles on School Property
8660	Transportation by Private Vehicle
8710	Insurance
8740	Bonding
8750	Defense and Indemnification of Board Members and Employees
8800	Religious/Patriotic Ceremonies and Observances
8810	Display of the Ten Commandments
8900	Anti-Fraud

Chapter 9000 – Relations

9111	Telephone Communications
9120	Public Information Program
9130	Public Complaints and Concerns
9140	Citizens Advisory Committee
9150	School Visitors
9160	Public Attendance at School Events
9210	Parent Organizations
9250	Relations with Parents
9700	Relations with Special Interest Groups
NOTE	Education Foundation – there is no current policy governing either the establishment of an SSSMC foundation or a joint venture with an existing foundation of a member school corporation