

TABLE OF CONTENTS
UPPER BUCKS COUNTY TECHNICAL SCHOOL
POLICY MANUAL

000 LOCAL JOINT OPERATING COMMITTEE PROCEDURES

000	Joint Operating Committee Policy/Administrative Regulations
001	Name And Classification
002	Authority And Powers
003	Functions
004	Membership
005	Organization
006	Meetings
007	Distribution
008	Organization Chart
011	Joint Operating Committee Governance Standards/Code Of Conduct

100 PROGRAMS

100	Comprehensive Planning
101	Mission Statement
102	Career And Technical Standards
103	Nondiscrimination In School And Classroom Practices
103.1	Nondiscrimination – Qualified Students With Disabilities
104	Nondiscrimination In Employment/Contract Practices
105	Curriculum
105.1	Review Of Instructional Materials 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	Behavior Support
113.3	Confidentiality Of Special Education Student Information
115	Work-Based Learning
118	Programming Status Of Courses
121	Field Trips
122	Extracurricular/Cocurricular Activities
124	Summer School
125	Adults Enrolled In Secondary Programs
125.1	Adults Enrolled In Adult Evening School
126	Class Size/Quotas
127	Assessments
130	Homework
135	Projects And Service
143	Standards For Persistently Dangerous Schools
144	Standards For Victims Of Violent Crimes
146	Student Services

200 PUPILS

201	Admission Of Students
201.1	Admission Of Adult (Postsecondary) Students Into Secondary Programs
202	Eligibility Of Nonresident Students
203	HIV Infection
204	Attendance
206	Assignment To Programs
207	Confidential Communications Of Students
208	Withdrawal From School
209	Health Services
209.1	Food Allergy Management
210	Medications
210.1	Possession/Use Of Asthma Inhalers/Epinephrine Auto-Injectors
210.2	Severe Food Allergies
211	Student Accident Insurance
212	Reporting Student Progress
213	Assessment Of Student Progress
215	Promotion And Retention
216	Student Records
216.1	Supplemental Discipline Records
217	Skills Certification
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
219	Student Complaint Process
220	Student Expression/Distribution And Posting Of Materials
221	Dress And Grooming
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
227.1	Drugs/Alcohol – Postsecondary Programs
227.2	Drug/Alcohol Screening
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/Married Students
235	Student Rights/Surveys
236	Student Assistance Program
237	Electronic Devices

200 PUPILS (continued)

240	Awards
246	Student Wellness
247	Hazing
248	Unlawful Harassment
249	Bullying/Cyberbullying
250	Student Recruitment

300 EMPLOYEES

- 301 Creating A Position
- 302 Employment Of Executive Director/Assistant Director
- 304 Employment Of School Staff
- 305 Employment Of Substitutes
- 306 Employment Of Summer School Staff
- 307 Student Teachers/Interns
- 308 Employment Contract/Joint Operating Committee Resolution
- 309 Assignment And Transfer
- 310 Abolishing A Position
- 311 Suspensions And Furloughs
- 312 Evaluation Of Administrative Director
- 313 Evaluation Of Employees
- 314 Physical Examination
- 314.1 HIV Infection
- 316 Nontenured Employees
- 317 Conduct/Disciplinary Procedures
- 318 Penalties For Tardiness
- 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 Plans/Salary Schedules
- 330 Overtime
- 331 Job Related Expenses
- 332 Working Periods
- 333 Professional Development
- 334 Sick Leave
- 335 Family And Medical Leaves
- 336 Personal Necessity Leave
- 337 Vacation
- 338 Sabbatical Leave
- 338.1 Compensated Professional Leaves
- 339 Uncompensated Leave
- 340 Responsibility For Student Welfare
- 341 Benefits For Part-Time Employees
- 342 Jury Duty

300 EMPLOYEES (continued)

343	Paid Holidays
348	Unlawful Harassment
351	Drug And Substance Abuse

600 FINANCES

601	Fiscal Objectives
602	Budget Planning
603	Budget Preparation
604	Budget Adoption
607	Tuition Income
608	Bank Accounts
609	Investment Of 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	Audit
620	Fund Balance
622	GASB Statement 34/Capital Assets
624	Taxable Fringe Benefits

700 PROPERTY

701	Facilities Planning
702	Gifts, Grants, Donations
703	Sanitary Management
704	Maintenance
705	Safety
706	Property Records
706.1	Surplus Or Obsolete Equipment
707	Use Of School Facilities
708	Lending Of Equipment And Books
709	Building Security
710	Use Of Facilities By Staff
715	Use Of FAX Machines
716	Integrated Pest Management
717	Fitness Center
718	Service Animals In Schools

800 OPERATIONS

800	Records Management
801	Public Records
803	School Calendar
804	School Day
805	Emergency Preparedness
805.1	Relations With Law Enforcement Agencies
806	Child/Student Abuse
807	Opening Exercises/Flag Displays
808	Cafeteria Services
810	Transportation
811	Bonding
812	Property Insurance
813	Other Insurance
814	Copyright Material
815	Acceptable Electronic Technology Use
818	Contracted Services
819	Suicide Prevention, Awareness And Response
822	Automated External Defibrillator (AED)
824	Maintaining Professional Adult/Student Boundaries
825	State Mandate Waivers
828	Fraud
830	Breach Of Computerized Personal Information

900 COMMUNITY

901	Public Relations Objectives
902	Publications Program
903	Public Participation In Joint Operating Committee Meetings
904	Public Attendance At School Events
906	Public Complaints
907	School Visitors
908	Relations With Parents/Guardians
910	Community Engagement
911	News Media Relations
912	Relations With Educational Institutions
913	Nonschool Organizations/Groups/Individuals
914	Relations With Intermediate Unit
916	Dental Clinic
917	Parental/Family Involvement
919	School Report Cards