

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

**“R” before a numerical code indicates Regulation
“RF” before a numerical code indicates Corresponding Form**

0000 ORGANIZATION, PHILOSOPHY AND GOALS

1000 GENERAL ADMINISTRATION

2000 STUDENTS

3000 FINANCIAL OPERATION

4000 PERSONNEL SERVICES

5000 SUPPORT SERVICES

6000 INSTRUCTIONAL SERVICES

7000 FACILITIES DEVELOPMENT

INDEX

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

0000	ORGANIZATION, PHILOSOPHY AND GOALS
0300	<u>School Board Organization</u>
R 0320	School Board Elections
R 0321	School Board Officers
RF 0342	Nepotism, Conflict of Interest and Financial Disclosure
0400	<u>Meetings</u>
R 0410	Meetings
RF 0411	Meeting Agenda

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	1000	GENERAL ADMINISTRATION
	1100	<u>Religion</u>
RF	1110	Religious Expression
	1300	<u>Equal Opportunity</u>
RF	1310	Civil Rights, Title IX, Section 504
	1400	<u>School/Community Relations</u>
R	1405	Parent/Family Involvement in Education
R	1420	Community Use of School Facilities
R	1431	Code of Conduct - Adults
RF	1440	Research Requests
RF	1450	Public Access to District Documents
R	1460	Community Involvement in Decision Making
	1500	<u>Office Methods and Data Management</u>
R	1520	School District Annual Report
	1600	<u>Private, State, and Federal Programs Administration</u>
R	1620	Private, State, and Federal Funding
RF	1621	Title I

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	1700	<u>Administrative Organization and Roles</u>
R	1720	Superintendent of Schools

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	2000	STUDENTS
	2100	<u>Nondiscrimination and Student Rights</u>
R	2110	Equal Education Opportunity
RF	2130	Harassment
R	2170	Distribution of Noncurricular Publications by Students
	2200	<u>Admission and Withdrawal</u>
RF	2230	Admission of Resident Students
R	2240	Admission and Tuition - Nonresident Students
R	2250	Admission of Exchange Students
R	2260	Admission of Homeless Students
R	2270	Admission of Migrant Students
	2300	<u>Attendance</u>
R	2310	Student Attendance
R	2320	Part-time Attendance
R	2330	Student Early Dismissal Procedures
R	2340	Truancy and Educational Neglect
RF	2400	<u>Student Educational Records</u>
R	2410	Health Information Records

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	2500	<u>Student Academic Achievement</u>
R	2520	Promotion and Retention
R	2525	Graduation
	2600	<u>Discipline</u>
R	2610	Misconduct and Disciplinary Consequences
R	2620	Firearms and Weapons in School
R	2653	Student Participation in Secret Organizations and Gangs
R	2660	Detention
RF	2662	Suspension
RF	2663	Expulsion
R	2664	Enrollment or Return Following Suspension and/or Expulsion
RF	2671	Student Discipline Hearings
R	2672	Discipline of Students with Disabilities
RF	2673	Reporting of Violent Behavior
	2700	<u>Student Welfare</u>
R	2710	Reporting Student Abuse
R	2740	Student Safety
R	2750	Wellness
R	2760	Foster Care Bill of Rights

Copyright © 2012 MISSOURI CONSULTANTS FOR EDUCATION

July, 2012

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	2800	<u>Student Services</u>
RF	2850	Inoculations of Students
R	2860	Students with Communicable Diseases
RF	2870	Administering Medicines to Students
R	2875	Student Allergy Prevention and Response
	2900	<u>Activities and Athletics</u>
R	2910	Student Publications
RF	2920	Interscholastic Activities and Athletics
R	2940	Student Group Use of School Facilities

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	3000	FINANCIAL OPERATION
R	3100	<u>Financial Management</u>
R	3110	Preparation of Budget
RF	3140	Banking Services
R	3160	Investment of District Funds
R	3165	Procurement Standards – Federal Contracts
	3200	<u>Payroll</u>
RF	3230	Expenditures for Certificated Staff
	3300	<u>Revenue</u>
R	3320	Tax Rate Hearing
R	3330	Bonded Indebtedness
R	3380	Sale/Lease of Real Property
	3400	<u>Accounting and Reporting</u>
R	3440	Travel and Reimbursement
R	3450	Sales Tax

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

4000	PERSONNEL SERVICES
	4100 <u>Employment</u>
RF	4120 Employment Procedures
RF	4130 Certificated Staff Contracts
	4200 <u>Personnel Assignment and Transfer</u>
R	4220 Certificated Staff Duties, Schedules and Working Hours
RF	4221 Support Staff Duties, Schedules and Working Hours
	4300 <u>Absences, Leave and Vacation</u>
R	4320 Personnel Leave
RF	4321 Family and Medical Leave
	4400 <u>Professional Activities, Training and Professional Growth</u>
R	4411 Professional Development Program
R	4420 Conferences and Travel
	4500 <u>Compensation</u>
R	4540 Group Insurance Benefits

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

F	4700	<u>Separation</u>
RF	4730	Non-renewal/Termination of Contract: Probationary Teacher
RF	4731	Termination of Contract: Permanent Teacher
R	4732	Termination of Employment: Administrators
R	4740	Reduction in Force: Certificated Staff
R	4741	Reduction in Force: Support Staff
	4800	<u>Staff Welfare</u>
RF	4810	Sexual Harassment/Title IX
R	4820	Employees with Communicable Diseases
R	4830	Board/Staff Communications
R	4840	Conflict of Interest
R	4850	Staff Dispute Resolution (Grievance Procedure)
RF	4871	Driver Drug Testing

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

5000	SUPPORT SERVICES
	5100 <u>Building and Grounds Management</u>
R	5110 Building and Grounds Maintenance and Inspection
R	5130 Energy Conservation Measures
	5200 <u>Safety, Security and Communications</u>
R	5210 Hazardous Materials
R	5230 Accident Reporting
R	5240 Weather, Earthquake and Fire Emergencies
	5500 <u>Food Service Program</u>
R	5540 Food Safety
	5600 <u>Transportation</u>
R	5620 Student Transportation Services
R	5660 Field Trips
R	5661 Field Trip Transportation in Private Vehicles/Common Carriers

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	6000	INSTRUCTIONAL SERVICES
	6100	<u>Curriculum Services</u>
R	6145	Service Animals in Schools
	6200	<u>Instruction</u>
R	6230	Textbook Selection and Adoption
R	6231	Textbook Usage – Students
RF	6241	Challenged Materials
RF	6250	Instruction for Students with Disabilities
R	6255	Independent Educational Evaluation Procedures for Students with Disabilities under the IDEA
R	6270	Instruction for At-Risk Students
R	6273	Instruction for Homeless Students
R	6275	Instruction for Non-Disabled Homebound Students
	6300	<u>Library, Media and Technology Services</u>
R	6310	School Libraries
R	6320	Internet Safety
R	6531	Records Retention/Destruction

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

	7000	FACILITIES DEVELOPMENT
	7100	<u>Facilities Planning and Design</u>
R	7120	Procurement of Architects, Engineers and Land Surveyors
R	7130	Construction Manager Selection