

MARSHFIELD R-1 SCHOOLS ADMINISTRATIVE REGULATIONS TABLE OF CONTENTS

“P” before a numerical code indicates MCE Policy
“PR” before a numerical code indicates MCE Policy and Regulation
“F” before a numerical code indicates MCE 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	

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

0000 - ORGANIZATION, PHILOSOPHY AND GOALS

0100 **Legal Status**

0200 **School District Philosophy**

0300 **School Board Organization**

R 0321 School Board Officers

RF 0342 Nepotism, Conflict of Interest and Financial Disclosure

0400 **Meetings**

R 0410 Meetings

RF 0411 Meeting Agenda

0500 **Policy Development and Review**

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

1000 - GENERAL ADMINISTRATION

R	<u>1100</u>	<u>Religion</u>
RF	1110	Religious Expression
	<u>1200</u>	<u>Calendar Requirements</u>
	<u>1300</u>	<u>Equal Opportunity</u>
RF	1310	Civil Rights, Title IX, Section 504
	<u>1400</u>	<u>School/Community Relations</u>
R	1420	Community Use of School Facilities
R	1430	Visitors to Schools
R	1431	Code of Conduct – Adults
RF	1440	Research Requests
RF	1450	Public Access to District Documents
R	1460	Community Involvement in Decision Making
	<u>1500</u>	<u>Office Methods and Data Management</u>
R	1520	School District Annual Report
R	1531	Records Retention/Destruction
	<u>1600</u>	<u>Private, State, and Federal Programs Administration</u>
R	1620	Private, State, and Federal Funding
R	1621	Title I Parent Involvement
	<u>1700</u>	<u>Administrative Organization and Roles</u>
R	1720	Superintendent of Schools

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

2000 - STUDENTS

	<u>2100</u>	<u>Nondiscrimination and Student Rights</u>
R	2110	Equal Education Opportunity
RF	2130	Harassment
F	2150	Searches by School Personnel
R	2170	Distribution of Noncurricular Publications by Students
	<u>2200</u>	<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	Homeless Students
R	2270	Migrant Students
	<u>2300</u>	<u>Attendance</u>
R	2310	Student Attendance
R	2320	Part-Time Attendance
R	2330	Student Early Dismissal Precautions
R	2340	Truancy and Educational Neglect
RF	<u>2400</u>	<u>Student Educational Records</u>
	<u>2500</u>	<u>Student Academic Achievement</u>
R	2520	Promotion and Retention
	<u>2600</u>	<u>Discipline</u>

R	2610	Behavioral Expectations
R	2620	Firearms and Weapons in School
F	2650	Student Vehicle Use
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
	<u>2700</u>	<u>Student Welfare</u>
R	2710	Reporting Student Abuse
R	2740	Student Safety
	<u>2800</u>	<u>Student Services</u>
RF	2850	Inoculations of Students
R	2860	Students with Communicable Diseases
RF	2870	Administering Medicines to Students
	<u>2900</u>	<u>Activities and Athletics</u>
R	2910	Student Publications
RF	2920	Interscholastic Activities & Athletics
R	2940	Student Group Use of School Facilities

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

3000 - FINANCIAL OPERATION

R	<u>3100</u>	<u>Financial Management</u>
R	3110	Preparation of Budget
RF	3140	Banking Services
R	3150	Payment Procedures
R	3160	Investment of District Funds
	<u>3200</u>	<u>Payroll</u>
RF	3230	Expenditures for Certificated Staff
	<u>3300</u>	<u>Revenue</u>
R	3320	Taxing Authority/Tax Rate Hearing
R	3330	Bonded Indebtedness
R	3380	Sale/Lease of Real Property
	<u>3400</u>	<u>Accounting and Reporting</u>
R	3440	Travel and Reimbursement
R	3450	Sales Tax
	<u>3500</u>	<u>Auditing</u>
	<u>3600</u>	<u>School Activities Funds</u>
	<u>3700</u>	<u>Insurance</u>

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

4000 - PERSONNEL SERVICES

	<u>4100</u>	<u>Employment</u>
RF	4120	Employment Procedures
RF	4130	Certificated Staff Contracts
	<u>4200</u>	<u>Personnel Assignment and Transfer</u>
R	4220	Certificated Staff Duties, Schedules, and Working Hours
R	4221	Educational Support Staff Duties, Schedules, and Working Hours
	<u>4300</u>	<u>Absences, Leave, and Vacation</u>
R	4320	Personnel Leave
RF	4321	Family and Medical Leave
	<u>4400</u>	<u>Professional Activities, Training, and Professional Growth</u>
	4410	General Professional Development
R	4411	Professional Development Committee
R	4420	Conferences and Travel
	<u>4500</u>	<u>Compensation</u>
R	4540	Group Insurance Benefits
	<u>4600</u>	<u>Performance Evaluation</u>
F	4610	Certificated Personnel
F	4620	Support Staff
F	<u>4700</u>	<u>Separation</u>

- RF 4730 Non-renewal/Termination: Probationary Teacher
- RF 4731 Termination of Contract: Permanent Teacher
- R 4740 Reduction in Force: Certificated Staff
- R 4741 Reduction in Force: Support Staff

4800 **Staff Welfare**

- RF 4810 Sexual Harassment
- R 4820 Employees with Communicable Diseases
- R 4830 Board/Staff Communications
- R 4840 Conflict of Interest
- R 4850 Staff Dispute Resolution
- RF 4871 Driver Drug Testing

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

5000 - SUPPORT SERVICES

	<u>5100</u>	<u>Building and Grounds Management</u>
R	5110	Building and Grounds Maintenance and Inspection
R	5130	Energy Conservation Measures
	<u>5200</u>	<u>Safety, Security, and Communications</u>
R	5210	Hazardous Materials
R	5230	Accident Reporting
R	5240	Weather, Earthquake and Fire Emergencies
	<u>5300</u>	<u>Purchasing and Supply Management</u>
	<u>5400</u>	<u>Inventory Management</u>
	<u>5500</u>	<u>Food Service Program</u>
	<u>5600</u>	<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 **Curriculum Services**

6200 **Instruction**

- R 6230 Textbook Selection and Adoption
- R 6231 Textbook Usage – Students
- RF 6241 Challenged Materials
- RF 6250 Instruction for Students with Disabilities
- R 6270 Instruction for At-Risk
- R 6273 Instruction for Homeless Students
- R 6275 Instruction for Non-Disabled Homebound Students

6300 **Library, Media, and Technology Services**

- R 6310 School Libraries
- R 6320 Internet Usage

6400 **Evaluation Services**

6500 **Community Education/Continuing Education
Program**

**ADMINISTRATIVE REGULATIONS
TABLE OF CONTENTS**

7000 - FACILITIES DEVELOPMENT

7100 Facilities Planning and Design

R 7120 Procurement of Architects, Engineers and Land
 Surveyors

R 7130 Construction Manager Selection

7200 Facilities Construction

7300 Site/Facilities Retirement