

# **Bylaws and Policies**

**Randolph Central School Corporation**

**March, 2010**

**BOARD OF SCHOOL TRUSTEES  
RANDOLPH CENTRAL SCHOOL CORPORATION**

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ADOPTION RESOLUTION

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled, "Bylaws and Police of the Randolph Central School Board" are hereby adopted and that all bylaws and policies heretofore adopted by the Randolph Central School Board are hereby rescinded, further be it

RESOLVED, that in the event any policy, part of a policy, or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by this School Board the remaining bylaws, policies, and parts of policies shall remain in full effect.

Take notice that the foregoing resolution was adopted by the Randolph Central School Board at a public meeting held at Winchester, Indiana on March 10, 1992.

0000	<b>BYLAWS</b>
0100	<b>Definitions</b>
0110	<b>Official Descriptions</b>
0111	Name
0112	Purpose
0113	Boundaries
0115	Address
0120	<b>Authority, Powers, and Purpose</b>
0121	Board Authority
0122	Board Powers
0123	Philosophy of the Board
0130	<b>Functions</b>
0131	Legislative
0131.1	Bylaws and Policies
0132	Executive
0132.1	Selection of Superintendent
0132.2	Administrative Guidelines
0133	Judicial
0140	<b>Membership</b>
0141	Number
0142	Election/Appointment
0142.1	Term
0142.2	Oath
0142.3	Vacancies
0142.5	Orientation
0143	Board Member Authority
0143.1	Public Expressions of Board Members
0144	Operations
0144.1	Compensation
0144.2	Board Member Ethics
0144.3	Conflict of Interest
0144.4	Indemnification
0150	<b>Organization</b>
0151	Organizational Meeting
0152	Officers
0154	Motions
0155	Committees

0160	<b>Meetings</b>	
	0161	Parliamentary Authority
	0162	Quorum
	0163	Presiding Officer
	0164	Call
	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
	0166	Agenda
	0167	Conduct
	0167.1	Voting
	0167.2	Executive Session
	0167.3	Public Participation at Board Meetings
	0167.4	Adjournment
	0168	Minutes
	0168.1	Open Meeting
0170	<b>Duties</b>	
	0171	Officers
	0171.1	President
	0171.2	Vice-President
	0171.3	Secretary
	0171.4	Treasurer
	0172	Legal Counsel
	0174	Reports
	0175	Association Memberships
	0175.1	School Board Conference, Conventions, and Workshops
1000	<b>ADMINISTRATION</b>	
	1100	Corporation Organization
	1110	Assessment of Corporation Goals
	1113	School Directory
	1130	Conflict of Interest - Private Practice
	1210	Board - Superintendent Relationship
	1220	Employment of the Superintendent

	1230	Responsibilities of the Superintendent
	1230.01	Development of Administrative Guidelines
	1240	Evaluation of the Superintendent
	1241	Non-Reemployment of the Superintendent
	1260	Incapacity of the Superintendent
	1400	Job Descriptions
2000	<b>Program</b>	
	2105	Mission of the Corporation
	2110	Statement of Philosophy
	2120	Academic Improvement Programs
	2131	Educational Outcome Goals
	2132	Educational Process Goals
	2210	Curriculum Development
	2220	Adoption of Courses of Study
	2221	Mandatory Curriculum
	2230	Course Guides
	2240	Controversial Issues
	2250	Innovative Programs
	2260	Access to Equal Educational Opportunity
	2261	Title I Services
	2261.01	Parent Participation in Title I Programs
	2262	Latch-Key Programs
	2270	Religion in the Curriculum
	2271	College and University Programs
	2330	Homework
	2340	Field and Other Corporation-Sponsored Trips
	2370	Educational Options
	2370.01	Independent Study
	2411	Guidance and Counseling
	2412	Home Bound Instruction Program
	2413	Health Services
	2416	Surveys, Analyses, Evaluations
	2421	Career and Technical Education Program
	2421.01	Students as Trainees

2430	Corporation-Sponsored Clubs and Activities
2430.01	Special Programs by Community Volunteers
2431	Interscholastic Athletics
2440	Summer School
2460	Special Education
2460.01	Surrogate Parents for Disabled Students
2460.02	Least Restriction Environment Position Statement
2460.03	Extended School Year Services for Disabled Students
2461	Suspension, Expulsion, and Exclusion of Disabled Students
2464	Programs for Gifted Students
2510	Adoption of Textbooks
2520	Instructional Supplies
2521	Selection of Instructional Material and Equipment
2531	Copying Copyrighted Materials
2605	Program Accountability
2610	Evaluation of the Instructional Program
2623	Student Assessment
2700	Annual Performance Report

**3000 PROFESSIONAL STAFF**

3111	Creating a Position
3120	Employment of Professional Staff
3120.04	Employment of Substitute Teachers
3120.05	Employment of Personnel in Summer School Programs
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	Volunteers
3121	Criminal History Records Check
3122	Equal Employment Opportunity
3122.01	Drug-Free Workplace
3123	Mentor Program for Professional Staff
3124	Employment Contract
3125	Network and Internet Faculty and Staff Acceptable Use
3130	Assignment and Transfer
3131	Reduction in Staff

3132	Promotions
3140	Termination and Resignation
3142	Cancellation of a Teaching Contract
3143	Non-Renewal of Administrative Contracts
3160	Physical Examination
3161	Unrequested Leaves of Absence
3163	Preemployment Drug Screening and Drug Screening with Reasonable Suspicion
3170	Substance Abuse
3210	Staff Ethics
3213	Student Supervision and Welfare
3214	Staff Gifts
3215	Use of Tobacco by Professional Staff
3216	Staff Dress and Grooming
3217	Dangerous Weapons
3220	Staff Evaluation
3231	Outside Activities of Staff
3241	Professional Associations
3242	Professional Growth Requirements
3243	Professional Meetings
3310	Freedom of Speech in Noninstructional Settings
3362	Sexual and Other Forms of Harassment
3362.01	Threatening Behavior Toward Staff Members
3410.01	Compensation for Part-time Staff
3410.04	Substitute Compensation
3415	Severance Pay
3420	Benefits for Nonrepresented Staff
3421	Benefits for Administrators
3430	Leaves of Absence
3430.01	Family Leaves of Absence
3440	Job-Related Expenses
3531	Work Stoppage

4000	<b>NON-CERTIFIED STAFF</b>
4111	Creating a Position
4120	Employment of Non-certified Staff
4120.04	Employment of Substitutes
4120.08	Volunteers
4121	Criminal History Records Check
4122	Equal Employment Opportunity
4122.01	Drug-Free Workplace
4125	Network and Internet Faculty and Staff Acceptable Use
4130	Assignment and Transfer
4141	Layoffs of Non-certified Staff
4150	Disciplinary Actions
4160	Physical Examination
4161	Unrequested Leaves of Absence
4162	Drug and Alcohol Testing of CD License Holders
4163	Preemployment Drug Screening and Drug Screening with Reasonable Suspicion
4170	Substance Abuse
4213	Student Well-being
4214	Staff Gifts
4215	Use of Tobacco by Non-Certified Staff
4216	Non-certified Staff Dress and Grooming
4217	Dangerous Weapons
4220	Evaluation of Non-certified Staff
4231	Outside Activities of Non-certified Staff
4362	Sexual and Other Forms of Harassment
4362.01	Threatening Behavior Toward Staff Members
4400	Salary/Wage Schedules
4410.01	Compensation for Part-Time Staff
4413	Overtime
4415	Severance Pay
4420	Group Insurance Program
4421	Benefits
4430	Leaves of Absence
4430.01	Family Leaves of Absence
4433	Vacation
4440	Job-Related Expenses
4531	Work Stoppage



5000	<b>STUDENTS</b>
5111	Eligibility of Resident/Nonresident Students
5111.1	Enrollment of Students Without Legal Settlement
5112	Entrance Requirements
5113	Postgraduate Students
5114	Foreign and Foreign-Exchange Students
5120	Assignment within the Corporation
5130	Withdrawal from School
5200	Attendance
5230	Late Arrival and Early Dismissal
5320	Immunization
5330	Use of Medications
5340	Student Accidents
5341	Emergency Medical Authorization
5350	Student Suicide
5360	Head Lice
5370	Wellness
5410	Promotion, Placement, and Retention
5420	Reporting Student Progress
5421	Grading
5421.01	High School and Middle School Semester Grading
5430	Class Rank
5451	Student Recognition
5460	Graduation Requirements
5463	Credits from Nonpublic Schools
5464	Early Graduation
5500	Student Conduct
5511	Dress and Grooming
5512	Use and/or Possession of Tobacco
5512.1	Voluntary Drug/Substance Abuse Testing Program
5513	Care of School Property
5513.1	Network and Internet Student Acceptable Use
5513.2	Internet Safety Instruction
5514.01	Student Use of Motor Vehicles
5517	Student Harassment
5530	Drug Prevention
5531	Student Assistance Programs
5540	The Schools and Governmental Agencies
5600	Student Discipline
5610	Removal, Suspension, and Expulsion of Students

5610.02	Saturday School Suspension
5610.03	Removal of Students from Classroom by Teachers
5611	Due Process Rights
5620	Bullying
5630	Corporal Punishment
5640	Use of Isolated Time Outs and Restraints
5722	School Sponsored Publications and Productions
5724	Preparing for Voter Registration
5730	Equal Access for Noncorporation-Sponsored, Student Clubs and Activities
5751	Married or Pregnant Students
5771	Search and Seizure
5772	Dangerous Weapons
5780	Student Rights
5820	Student Government
5830	Student Fund Raising
5840	Student Groups
5850	Social Events
5870	Student Production of Goods and Services
5880	Public Performances by Students
5895	Student Employment

6000     **FINANCES**

6110	Federal Funds
6120	Safety Deposit Box
6144	Investment Income
6150	Tuition Income
6152	Student Fees, Fines, and Charges
6210	Fiscal Planning
6220	Budget Preparation
6230	Budget Hearing
6231	Budget Implementation
6320	Purchasing
6423	Use of Credit Cards
6440	Cooperative Purchasing
6450	Local Purchasing
6460	Vendor Relations
6470	Payment of Claims

6510 Payroll Authorization/Procedures  
6520 Payroll Deductions

6610 Extra-Curricular Funds  
6620 Petty Cash  
6621 Cash Change Fund  
6650 Special Education Pre-School Fund  
6680 Recognition

6800 System of Accounting

7000 **PROPERTY**

7100 Facilities Planning  
7101 Notice or Procurement of Professional Services

7217 Dangerous Weapons  
7230 Gifts, Grants, and Bequests  
7240 Site Acquisition

7300 Disposition of Real Property  
7310 Disposition of Surplus Property

7410 Maintenance  
7420 Hygienic Management  
7421 Chemical Management  
7430 Safety Standards  
7434 Use of Tobacco on School Premises  
7440 Plant Security  
7450 Property Inventory  
7460 Conservation of Natural and Material Resources

7510 Use of School Facilities  
7530 Lending of Corporation-Owned Equipment

8000 **OPERATIONS**

8210 School Calendar  
8220 School Day  
8310 Public Records  
8320 Personnel Files  
8330 Student Records  
8350 Confidentiality

8420	Emergency Evacuation of Schools
8430	Bomb Threat
8431	Preparedness for Toxic Hazard and Asbestos Hazard
8442	Report Accidents
8450	Control of Casual-Contact Communicable Diseases
8453	Control on Non Casual-Contact Communicable Diseases
8453.01	Control of Blood-Borne Pathogens
8462	Child Abuse and Neglect
8500	Food Services
8531	Free and Reduced-Price Meals
8540	Vending Machines
8600	Transportation
8640	Transportation for Field and Other Corporation-Sponsored Trips
8651	Nonschool Use of Corporation Vehicles
8660	Transportation by Private Vehicle
8710	Insurance
8740	Bonding
8750	Indemnification
8760	Student Accident Insurance
8800	Religious/Patriotic Ceremonies and Observances
9000	<b>RELATIONS</b>
9120	Public Information Program
9130	Public Complaints and Concerns
9150	School Visitors
9151	Restriction of Registered Sex Offenders on School Property
9155	Criminal History Records Check
9160	Public Attendance at School Events
9190	Industrial Arts Project Charge
9210	Parent Organizations
9250	Relations with Parents
9270	Equivalent Education Outside the Schools (Home Schooling)
9325	Verification of Immigration Status for Employees and Service Providers
9500	Relations with Educational Institutions and Organizations
9600	Staff/Student Participation in Community Events

9700

Relations with Special Interest Groups