

MONHEGAN SCHOOL OPERATING POLICY MANUAL
Table of Contents - current as of 12/11/23

SECTION TITLE	SECTION LETTER
Policy Title (most recent adoption/revision date)	NEPN/NSBA Code
• Procedure (most recent adoption/revision date)	Code-(Letter)
• Form (most recent adoption/revision date)	Code-(Number)

FOUNDATIONS & BASIC COMMITMENTS	SECTION A
Nondiscrimination/Equal Opportunity & Affirmative Action (02/28/22)	AC
• Affirmative Action Grievance Form (06/30/03)	AC-1
Harassment and Sexual Harassment of Students (10/26/20)	ACAA
• Student Discrimination/Harassment AND Title IX Sexual Harassment Complaint Procedures (10/26/20)	ACAA-R
Harassment and Sexual Harassment of Employees (02/28/22)	ACAB
• Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (02/28/22)	ACAB-R
Hazing (07/26/04)	ACAD
Mission & Vision Statement (08/26/19)	AD
School Goals & Objectives (10/28/19)	ADA
School System Commitment to Standards for Ethical and Responsible Behavior (04/28/08)	ADAA
Tobacco Use & Possession (prior to 1996)	ADC
Commitment to Learning Results (03/03/98)	ADF

BOARD GOVERNANCE & OPERATIONS	SECTION B
School Committee Operational Goals (spring, 1989)	BA
School Committee Powers and Responsibilities (spring, 1989)	BBA
School Committee Membership (probably April 1996)	BBB
School Committee Officers (spring, 1989)	BDB
School Committee Meetings (07/26/21)	BE
School Committee Use of Electronic Email (02/24/09)	BEA
School Committee Meeting Procedures (02/28/22)	BED
School Committee Agendas (12/16/19)	BEDB
Calendar of School Committee Actions (03/27/18)	BEDB-A
School Committee Policy Process (spring, 1989)	BG

GENERAL SCHOOL ADMINISTRATION	SECTION C
School Superintendent (11/17/03)	CB
Superintendent's Powers & Responsibilities (11/17/03)	CBC
<i>Superintendent's Contract (no policy currently)</i>	
• Superintendent's Employment Agreement (09/2017)	CBD-1
• Action Amending Superintendent's Employment Agreement (02/27/17)	CBD-2
Evaluation of Superintendent (between 1990 and 1996)	CBI
• Monhegan School Superintendent Evaluation Form (10/20/11)	CBI-1

FISCAL MANAGEMENT	SECTION D
Fiscal Management (05/22/06)	D
Purchasing & Contracting: Procurement Staff Code of Conduct (12/11/23)	DJH

School Properties Disposition (spring, 1989)

DN

SUPPORT SERVICES

SECTION E

Crisis Response (12/16/19)

EBCA

- Crisis Response Plan - CEP Section T (reviewed 05/28/20)

EBCA-A

Bomb Threats (09/23/19)

EBCC

Building/Grounds/Property Management (12/17/13)

EC

Pest Management (10/20/03)

ECB

Custodial Services (08/25/03)

ECD

Authorized Use of School-Owned Materials & Equipment (no policy currently)

EDC

- Authorized Use of School-Owned Camcorder (10/01/92)
- Video Conferencing Equipment Use (08/23/11)
- Rental Fee Schedule for Video-Conferencing Equipment (08/23/11)

EBCA-A

EBCA-B

EBCA-C

Rules for Community Use of Monhegan School-Owned Tables (08/29/17)

EDCA-A

- Schoolhouse Table & Chair Use Form (08/29/17)

EDCA-1

Charter Services for School Business (09/24/13)

EE

FACILITIES DEVELOPMENT

SECTION F

No policies currently

PERSONNEL

SECTION G

Personnel Goals (spring, 1989)

GA

Drug-free Workplace (05/22/23)

GBEC

Return to Work and Light-Duty Assignments (06/19/06)

GBGE

Teachers (02/27/23)

GCAAA

- Teacher Job Description (02/24/20)
- Educational Technician Job Description (09/26/05)

GCAAA-A

GCAAA-B

Guidance Staff Positions (03/28/17)

GCAABA

Health Staff Positions (03/28/17)

GCAABB

Resource Staff Positions (02/25/08)

GCAAC

Teacher Contracts/ Compensation/ Salary Schedules (07/28/20)

GCBA

- 1st/2nd/3rd Year Probationary Teacher's Employment Contract (08/1998) GCBA-1
- Teacher's Continuing Contract (02/23/04)
- Notification of Annual Salary Rate (2011)

GCBA-2

GCBA-3

Education Technician Contracts/ Compensation/ Salary Schedules (06/29/20)

GCBAB

Hiring of Teaching Staff (spring, 1989)

GCFA

- Notice of Superintendent's Decision not to Nominate Probationary Teacher (date unknown)
- Notice of School Board's Non-Approval of Nomination of Probationary Teacher (date unknown)

GCFA-1

GCFA-2

- New Teacher Introduction Procedure (02/24/20)

GCH-A

Supervision and Evaluation of Teaching Staff (04/26/04)

GCN

- Teacher Evaluation (Dec, 1994)

GCN-A

NEGOTIATIONS

SECTION H

No policies currently

INSTRUCTION

SECTION I

Individualized Education Programs (IEPs) (01/27/03)	IHBA
Referral/Pre-Referral of Students with Disabilities (07/28/15)	IHBAA
• Referral/Pre-Referral Administrative Procedure (10/30/12)	IHBAA-R
Child Find (03/04/19)	IHBAC
Child Find & Disability Screening (11/16/09)	IHBAD
IEP Leader Authorization (10/30/12)	IHBAE
Gifted and Talented Education (11/30/17)	IHBB
Home Schooling (09/03/92)	IHBG
Home Schooling - Participation in School Programs (05/26/98)	IHBGA
Early Childhood Education (02/08/19)	IHBI
Instructional & Library Materials Selection (probably April, 1996)	IJ
Student Computer and Internet Use (07/23/12)	IJNDB
• Student Computer and Internet Use Rules (10/26/09)	IJNDB-R
School Websites/Webpages (04/28/15)	IJNDC
• Agreement to Publish Student Information on the Monhegan School Website (04/28/15)	IJNDC-E
Field Trips (10/29/13)	IJOA
• Field Trip Permission Form (September, 2012)	IJOA-1
Grading/Assessment Systems (03/22/21)	IKA
• Preschool/Grade K Report Card (unknown)	IKA-1
• Grade 1-3 Report Card (unknown)	IKA-2
• Grades 4-8 Report Card (revised 04/25/05)	IKA-3
Disposition of Student Portfolios (09/29/15)	IKAA
Evaluation of Instructional Programs (01/23/06)	IL
Animals in Schools (11/01/12)	IMG

<u>STUDENTS</u>	<u>SECTION J</u>
Entrance Age Requirements (02/08/19)	JEB
Student Admissions & Withdrawals (08/25/03)	JF
• Enrollment Form: Student Information Sheet (11/05/09)	JF-1
Pre-Kindergarten/Kindergarten Screening (11/29/16)	JFAAA
• Pre-Kindergarten/Kindergarten Screening Results Form (10/12/16)	JFAAA-1
Dropout Prevention & Student Withdrawal from School (01/22/07)	JFC
Student Absences & Excuses (04/23/03)	JH
Pediculosis (Lice) (02/25/15)	JHCE
• Pediculosis (Lice) Information Letter (02/25/15)	JHCE-R
Monhegan School Code of Conduct (05/22/23)	JIC
Drug and Alcohol Use by Students (05/22/23)	JICH
Weapons, Violence & School Safety (05/22/23)	JICIA
Bullying (12/16/19)	JICK
• Bullying Administrative Procedure (1/22/20)	JICK-R
• Bullying Report Form (11/23/19)	JICK-E1
• Bullying Investigation Form (01/22/20)	JICK-E2
• Documentation of Disciplinary and Remedial Actions Taken (11/23/19)	JICK-E3
Student Discipline (12/15/15)	JK
Use of Physical Restraint and Seclusion (12/15/15)	JKAA
• Procedures on Use of Physical Restraint and Seclusion (12/15/15)	JKAA-R
Detention of Students (04/28/08)	JKB
Suspension of Students (05/22/23)	JKD
Expulsion of Students (04/28/08)	JKE

• Expulsion of Students Guidelines (04/28/08)	JKE-R
Disciplinary Removal of Students With Disabilities (04/28/08)	JKF
• Disciplinary Removal of Students with Disabilities Administrative Procedure (05/19/08)	JKF-R
School Health Services & Requirements (02/25/15)	JLC
Immunization of Students (10/28/19)	JLCB
Communicable/Infectious Diseases (05/23/05)	JLCC
Administering Medications to Students (03/26/19)	JLCD
• Monhegan School Administration of Medication Form (07/25/05)	JLCD-1
Guidance (01/26/17)	JLD
Reporting Child Abuse and Neglect (01/26/17)	JLF
• Suspected Child Abuse/Neglect Report Form (1/26/17)	JLF-E
Child Sexual Abuse Prevention and Response (04/29/19)	JLFA
Student Educational Records (04/23/03)	JRA
• Notification of Rights under FERPA (04/23/03)	JRA-E
• Student Educational Records Administrative Procedure (02/28/05)	JRA-R
• Transfer of Pupil Records Form (03/08/05)	JRA-1
• School Request for Records Form (began using 11/05/09)	JRA-2
<u>SCHOOL-COMMUNITY RELATIONS</u>	<u>SECTION K</u>
Parental Concerns Procedure (01/22/91)	KBD
• Parental Concerns Procedure Flow Chart (01/22/91)	KBD-A
Use of the Schoolhouse (01/23/18)	KFB
• Schoolhouse Rental Rules (01/23/18)	KFB-A
• Schoolhouse Rental Form (01/23/18)	KFB-1
Visitors to School (08/25/03)	KI
• Visitation Form (08/25/03)	included in KI
<u>EDUCATIONAL AGENCY RELATIONS</u>	<u>SECTION L</u>
Secondary School Tuition, Room and Board, and Other Expenses (12/11/23)	LB
<u>CODE-FINDER INDEX</u>	<u>FINAL SECTION</u>