

ECHO JOINT AGREEMENT POLICY

SECTION 1 - JOINT AGREEMENT ORGANIZATION

- 1:10 Joint Agreement Legal Status
- 1:20 Joint Agreement Organization, Operations, and Cooperative Agreements
 - 1:20-AP Administrative Procedure - Checklist for Handling Intergovernmental Agreement Requests
- 1:30 Joint Agreement Philosophy

SECTION 2 - ECHO EXECUTIVE BOARD

Governance

- 2:10 Joint Agreement Governance

Board Member

- 2:105 Ban of Receipt of Gifts
- 2:150 Committees

Board Meetings

- 2:220 Minutes - Closed Meeting
- 2:230 Public Participation
 - 2:230-E Exhibit - Public Participation Comments/Suggestion Form

Board Policy

- 2:240 Establishment of Policy

Board Records

- 2:250 Public Access to Joint Agreement Public Records
 - 2:250-AP Administrative Procedure - Public Access to Joint Agreement Records

Uniform Grievance Procedure

- 2:260 Uniform Grievance Procedure
 - 2:260-AP Administrative Procedure - Guidelines for Investigating Complaints and Allegations of Misconduct

SECTION 3 - GENERAL ECHO ADMINISTRATION

- 3:10 Goals and Objectives
- 3:30 Line and Staff Relations
 - 3:30-AP Administrative Procedure – Organizational Chart for Administration
- 3:40 Executive Director
- 3:50 Administrative Personnel Other Than the Executive Director
- 3:60 Administrative Responsibility of the Program Principal
- 3:70 Succession of Authority
 - 3:70-AP Administrative Procedure - Succession Plan
- 3:71 Vacation

SECTION 4 - OPERATIONAL SERVICES

- 4:10 Fiscal and Business Management
- 4:15 Cash Reserve Balances
- 4:30 Investment Policy
- 4:40 Incurring Debt
- 4:50 Payment Procedures
- 4:60 Purchases and Contracts
 - 4:60-AP Administrative Procedure - Purchases
- 4:80 Accounting and Audits
- 4:100 Insurance Management
- 4:110 Transportation
 - 4:110 AP Administrative Procedure - Pre-Trip and Post-Trip Inspection; Bus Driving Comments
- 4:120 Food Services
 - 4:120-AP Administrative Procedure - Food Services
- 4:130 Free and Reduced-Price Food Services
- 4:140 Waiver of Student Fees
 - 4:140-AP Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees
 - 4:140-E1 Exhibit - Application for Fee Waiver
 - 4:140-E2 Exhibit - Response to Application for Fee Waiver, Appeal, and Response to Appeal

- 4:140-E3 Exhibit - Appeal of Denial of Fee Waiver
- 4:140-E4 Exhibit - Response to Appeal Fee Waiver Denial
- 4:150 Facility Management and Building Programs
- 4:160 Hazardous and Infectious Materials
 - 4:160-AP Administrative Procedure - Hazardous and Infectious Materials
- 4:170 Safety
 - 4:170-AP1 Administrative Procedure - Comprehensive Safety and Crisis Program
 - 4:170-AP2 Administrative Procedure - Criminal Offender Notification Laws
 - 4:170-AP3 Administrative Procedure - School Bus Safety Rules
 - 4:170-AP4 Administrative Procedure - Emergency Preparedness Response to Homeland Security Codes
 - 4:170-AP5 Administrative Procedure - Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility
 - 4:170-E1 Exhibit - Accident or Injury Form
 - 4:170-E2 Exhibit - Memo to Staff Members Regarding Contacts by Media About a Crisis
 - 4:170-E3 Exhibit - Emergency Medical Information Form for Students with Special Needs or Medical Conditions Who Ride School Buses
 - 4:170-E4 Exhibit - Letter to Parents Regarding Student Safety
 - 4:170-E5 Exhibit - School Staff AED Notification Letter
 - 4:170-E6 Exhibit - Automatic External Defibrillator Incident Report
 - 4:170-E7 Exhibit - Annual School Safety Review

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General Personnel

- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:20 Sexual Harassment
 - 5:20-AP Administrative Resource - Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
- 5:30 Hiring Process and Criteria
 - 5:30-AP1 Administrative Procedure - Job Interviews
 - 5:30-AP2 Administrative Procedure - Investigations

- 5:35 Compliance with the Fair Labor Standards Act
 - 5:35-AP1 Administrative Procedure - Fair Labor Standards Act Exemptions
 - 5:35-AP2 Administrative Procedure - Employee Records Required by the Fair Labor Standards Act
 - 5:35-AP3 Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
 - 5:35-AP4 Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist
 - 5:35-E Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee
- 5:40 Communicable and Chronic Infectious Disease
 - 5:40-AP Administrative Procedure - Communicable and Chronic Infectious Disease
- 5:50 Drug- and Alcohol-Free Workplace
- 5:60 Expenses
 - 5:60-AP Administrative Procedure - Expenses
 - 5:60-E1 Exhibit - Employee Travel Reimbursement Voucher
 - 5:60-E2 Exhibit - Conference Request
- 5:70 Religious Holidays
- 5:80 Court Duty
- 5:90 Abused and Neglected Child Reporting
- 5:100 Staff Development Program
 - 5:100-AP Administrative Procedure - Staff Development Program
- 5:110 Recognition for Service
- 5:120 Ethics
 - 5:120-AP Administrative Procedure - Statement of Economic Interests for Employees
- 5:140 Solicitations By or From Staff
- 5:141 Fundraising Activities
 - 5:141-AP Administrative Procedure - Program Fundraising
 - 5:141-E1 Exhibit - ECHO Fundraising Proposal
 - 5:141-E2 Exhibit - ECHO Donation/Fundraising Deposit
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 - 5:150-AP Administrative Procedure - Personnel Records
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- 5:170-AP1 Administrative Procedure - Copyright Compliance
- 5:170-AP2 Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works
- 5:170-AP3 Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment
- 5:170-E Exhibit - Request to Reprint Material
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- 5:181 Return to Work
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- 5:185-AP Administrative Procedure - Family and Medical Leave

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- 5:230 Maintaining Student Discipline
- 5:240 Suspension
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- 5:290 Employment Termination and Suspensions
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- 5:330 Sick Days, Vacation, Holidays, and Leaves

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- 6:20 School Year Calendar and Day
- 6:30 Organization of Instruction

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- 6:40 Curriculum Development
- 6:40-AP Administrative Procedure - Curriculum Development
- 6:50 School Wellness
- 6:60 Curriculum Content

- 6:60-AP Administrative Procedure - Comprehensive Health Education Program
- 6:60-E Exhibit - Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
- 6:65 Student Social and Emotional Development
- 6:70 Teaching About Religions
 - 6:70-AP Administrative Procedure - Teaching About Religions
- 6:80 Teaching About Controversial Issues
- 6:90 Kindergarten
- 6:100 Using Animals in the Educational Program
 - 6:100-AP Administrative Procedure - Dissection of Animals
 - 6:100-E Exhibit - Guidelines and Application for Using Animals in School Facilities

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- 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 6:120 Education of Children with Disabilities
 - 6:120-AP Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities and Suspected Disabilities
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 - 6:235-AP1 Administrative Procedure - Acceptable Use of Electronic Networks
 - 6:235-AP2 Administrative Procedure - Web Publishing Guidelines
 - 6:235-E1 Exhibit - Letter to Parents/Guardians Regarding Student Use of the District's Electronic Networks
 - 6:235-E2 Exhibit - Authorization for Electronic Network Access
 - 6:235-E3 Exhibit - Online Privacy Statement
 - 6:235-E4 Exhibit - Keeping Yourself and Your Kids Safe On Social Networks
- 6:240 Field Trips
 - 6:240-AP Administrative Procedure - Field Trip Guidelines
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- 6:250-AP Administrative Procedure - Securing and Screening Resource Persons and Volunteers
- 6:250-E Exhibit - Volunteer Information Form and Waiver of Liability
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs
- 6:260-E Exhibit - Curriculum Objection

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 - 7:15-E Exhibit - Notification to Parents of Family Privacy Rights
- 7:20 Harassment of Students Prohibited
 - 7:20-AP Administrative Procedure - Harassment of Students Prohibited

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- 7:30 Student Residency

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- 7:70 Attendance and Truancy
- 7:80 Release Time for Religious Instruction/Observance
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 - 7:140-AP Administrative Procedure - Use of Metal Detectors for Student Safety
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 - 7:150-AP Administrative Procedure - Agency and Police Interviews
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- 7:170 Vandalism
- 7:180 Preventing Bullying, Intimidation, and Harassment
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- 7:190-AP1 Student Handbook - Hazing Prohibited
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- 7:240 Conduct Code for Participants in Extracurricular Activities

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 - 7:251-AP Administrative Procedure - Protocol for Responding to Students with Social, Emotional, or Mental Health Problems
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- 7:280 Communicable and Chronic Infectious Disease
 - 7:280-AP Administrative Procedure - Managing Students with Communicable and Infectious Diseases

- 7:280-E1 Exhibit - Placement of Students with AIDS
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 - 7:300-E1 Exhibit - Agreement to Participate
 - 7:300-E2 Exhibit - Certificate of Physical Fitness for Participation in Athletics
 - 7:300-E3 Exhibit - Authorization for Medical Treatment Form
- 7:310 Restrictions on Publications and Written or Electronic Material
 - 7:310-AP Administrative Procedure - Guidelines for Student Distribution of Non-School Sponsored Written Material on School Grounds

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- 7:340 Student Records
 - 7:340-AP Administrative Procedure - Student Records
 - 7:340-E1 Exhibit - Notice to Parents/Guardians and Students of Rights Concerning a Student's School Records
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- 8:10 Connection with the Community
- 8:20 Community Use of School Facilities
- 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
 - 8:25-AP Administrative Procedure - Advertising and Distributing of Materials in School Provided by Non-School Related Entities
- 8:30 Visitors to and Conduct on School Property
 - 8:30-AP Administrative Procedure - Definition of Child Sex Offender
- 8:40 Spectator Conduct at School Events
- 8:70 Accommodating Individuals with Disabilities
- 8:80 Gifts to the Joint Agreement
- 8:90 Parent Organizations
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8:95-E1 Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights

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8:100 Relations with Other Organizations and Agencies

8:110 Public Suggestions and Complaints