

**BOARD OF EDUCATION POLICY**

*REQUIRED* Notifications to Staff

**\*Notifications required by state and federal laws**

- \*0100 **Equal Opportunity**: Annual notification, inclusive of grievance procedure.
- \* 1900 **School/Family/Community Partnership Policy**: The Board of Education, Superintendent, parents, and appropriate staff shall annually evaluate policy content and effectiveness in the improved academic quality of Title I schools, including the identification of barriers to parental participation.
- 2160 **School District Officer and Employee Code of Ethics**: Annual notification to staff and Board of Education.
  - ✓ Annually filed by District Clerk with the State Comptroller's Office.
  - ✓ Article 18 of the General Municipal Law must be posted in all buildings.
- 4321.1 **Provision of Special Education Services in the Least Restrictive Environment**: In September, all provisions of Section 200.6 of Commissioner's Regulations must be provided to all Special Education Committee and Sub-Committee chairs. Amendments to Section 200.6 are provided as they occur.
- 4321.5 **Confidentiality and Access to Individualized Education Programs, Individualized Education Services Programs and Service Plans**: Provision of plans to general education teachers, Special Education teachers, related service providers, and other service providers.
- 4321.6 **Availability of Alternative Format Instructional Materials for Students with Disabilities**: Notification to appropriate staff when a determination of student need is made.
- 4526 **Computer Use in Instruction/Acceptable Use Policy**: Annual notification and administrative regulations, or a summary thereof/employee handbooks can be used to provide notification (recommendation of the Policy Committee).
- 4526.1 **Internet Safety Policy**: Annual notification and administrative regulations, or a summary thereof/employee handbooks can be used to provide notification (recommendation of the Policy Committee).
- 4531 **Field Trips and Excursions**: Annual notification (recommendation of the Policy Committee).
- 4710 **Grading Systems**: Annual notification (recommendation of the Policy Committee).
- 4730 **Homework**: Annual notification (recommendation of the Policy Committee).
- 4750 **Promotion, Retention, and Acceleration of Students**: Annual notification (recommendation of the Policy Committee).
- 4850 **Use of Live Animals and Dissection in the Science Classroom**: In September, teachers of courses that include animal dissection, must be instructed to provide students/families notice of their opt-out rights.
- 5100 **Student Attendance**: In September, this policy, or a plain language summary, must be reviewed with all staff.
- 5300 **District Code of Conduct**: Annual (recommendation of the Policy Committee) provision of plain language summary.
- 5320 **Student Bullying Prevention and Intervention**: Policy, or plain language summary, published in employee handbooks. Dignity Act Coordinators must be publicized.
- 5325 **Use of Surveillance Cameras in the School District**: Annual notification, student handbooks, requires appropriate signage.

- **5335 Corporal Punishment/Physical Restraint:** Annual notification (recommendation of the Policy Committee).
- **5430 Confidentiality of Student Communication:** Annual notification (recommendation of the Policy Committee).
- **5460 Child Abuse in a Domestic or Educational Setting:** Annual notification of policy and regulations/employee handbooks can be used to provide notification.
- **6685 Medicaid Compliance:** Annual notification to staff, with special attention given to those staff who are providers of Medicaid-covered services. All staff should be directed to the web site to read all cross-referenced policies.
- **\*8115 Pesticides and Pest Management:** In September, annual notification (see policy for detail).
- **8130 School Safety Plans and Teams:** Annual notification (recommendation of the Policy Committee).
- **8630 Computer Resources and Data Management:** Annual notification of administrative regulations/employee handbooks can be used to provide notification.
- **8650 School District Compliance with Copyright Law**
- **9130 Staff Student Relations:** Policy, or summary, is provided to all staff during new teacher orientation, or upon commencement of employment.
- **9215 Non-Aligned Employees: Salary, Benefits and Conditions of Employment:** Provision of policy upon hiring as a non-aligned employee, and upon substantive changes to the policy (recommendation of the Policy Committee).
- **9420 Evaluation of Staff (Not Covered by 3012-c of Education Law):** Annual notification
- **9420.1 Building Principal and Classroom Teacher Evaluation:** Annual notification
- **9620 Anti-Harassment in the School District:** Annual notification in employee handbooks.
  - ✓ Posted in all buildings.
- **9645 Disclosure of Wrongful Conduct:** Published in employee handbooks; provided to all staff with fiscal responsibilities on an annual basis.

### ***NON-POLICY NOTIFICATIONS***

- **\*Asbestos Notice:** Written notice must be provided annually to parents, teachers and employee organizations of the availability of asbestos management plans, and any current or planned asbestos inspections, response actions and post-response actions.

## **BOARD OF EDUCATION POLICY**

*Required* Notifications to Students/Families

### **\*Notifications required by state and federal laws**

- **\*0100 Equal Opportunity:** Annual notification, inclusive of grievance procedure.
- **1400 Public Complaints:** Annual notification (recommendation of the Policy Committee).
- **1900 School/Family/Community Partnership:** Annual notification (recommendation of the Policy Committee).
- **4526 Computer Use in Instruction/Acceptable Use Policy:** Annual notification, and administrative regulations, or a summary thereof/student handbooks (recommendation of the Policy Committee).
- **4526.1 Internet Safety Policy:** Annual notification, and administrative regulations, or a summary thereof/student handbooks (recommendation of the Policy Committee).
- **4531 Field Trips and Excursions:** Annual notification, or a summary thereof, and to be included with all field trip/permission materials (recommendation of the Policy Committee).
- **4710 Grading Systems:** Annual notification (recommendation of the Policy Committee).
- **4730 Homework:** Annual notification (recommendation of the Policy Committee).
- **4750 Promotion, Retention, and Acceleration of Students:** Annual notification (recommendation of the Policy Committee).
- **4770 Graduation Requirements:** Annual notification and administrative regulations, or a summary thereof, to all high school students/families (recommendation of the Policy Committee).
- **4850 Use of Live Animals and Dissection in the Science Classroom:** In September, teachers of courses that include animal dissection must give students/families notice of their right to opt-out.
- **5020 Students with Disabilities Pursuant to Section 504:** Annual notification to parents of students with disabilities.
- **5030 Student Complaints:** Appeals procedures are to be incorporated into student handbooks, and provided to parents on an annual basis by the building principals.
- **\*5100 Student Attendance:** In September, a plain language summary must be provided.
- **\*5300 District Code of Conduct:** Annual provision of a plain language summary.
- **5305 Kingston High School Student Code of Conduct (aka Jefferson Code):** Annual notification in student handbooks.
- **5320 Student Bullying Prevention and Intervention:** Policy, or plain language summary, provided in student registration materials, and published in student handbooks. Dignity Act Coordinators must be publicized.

- **5430 Confidentiality of Student Communication:** Published in middle school and high school handbooks (recommendation of the Policy Committee).
- **5450 Notification of Sex Offenders:** Per policy, a copy of this policy shall be provided once per year to parents (in September, recommendation of the Policy Committee).
- **\*5500 Student Records:** Notification of rights under FERPA, inclusive of opt-out rights, must be published annually in a newspaper, handbook, and/or other district publication. New enrollees must be notified upon enrollment.
- **\*5510 Military Recruiters' Access to Secondary School Students and Information on Students:** The opt-out notice may be included in a single notice under the provisions of Policy 5500.
- **\*5550 Student Privacy:** In September, notification is a provision of policy, with additional notifications, within a reasonable length of time, if substantive changes are made.
  - ✓ In September, the approximate dates during the school year when certain "opt-out" activities are scheduled, or expected to be scheduled.
  - ✓ The availability of an "opt-out" option for student surveys, non-emergency invasive physical examinations, and disclosure of personal information.
- **6840 Meal Charges:** Prior to September, annual written notification.
- **\*8115 Pesticides and Pest Management:** In September, annual notification (see policy for detail).
- **8630 Computer Resources and Data Management:** Annual notification of administrative regulations/student handbooks can be used to provide notification.
- **9130 Staff Student Relations:** Published in student handbooks.
- **9420.1 Building Principal and Classroom Teacher Evaluation**

### ***NON-POLICY NOTIFICATIONS***

- **\*Asbestos Notification:** Written notice must be provided annually to parents, teachers and employee organizations of the availability of asbestos management plans, and any current or planned asbestos inspections, response actions and post-response actions.
- **\*Child Nutritional Programs:** If a district participates in and receives aid for free- or reduced-price lunch, breakfast or milk programs, then they are to distribute information regarding the qualification and participation in such program to parents/guardians at the beginning of the year.

## **BOARD OF EDUCATION POLICY**

*Required Annual Reviews*

### **\*Annual Reviews required by state law and Commissioner's Regulations**

- **0310 Board Operational Goals and Self-Evaluation:** In collaboration with the Superintendent, an annual internal review of the effectiveness of our operation.
- **\*5100 Student Attendance:** Annual review of building level student attendance data. If there is a decline, the policy must be revised.
- **\*5300 Student Conduct.**
- **5320 Student Bullying Prevention and Intervention.**
- **5340 Educational Community Standard of Dress.**
- **\*6240 District Investments.**
- **6690 Finance and Audit Committee:** Charter.
- **\*6700 Purchasing/6700-R Purchasing Regulations.**
- **6741 Contracting for Professional Services.**
- **6830 Travel, Conference Attendance and Expense Reimbursement:** Regulation.
- **9645 Disclosure of Wrongful Conduct:** Superintendent, Auditor, and Legal Counsel must participate in the annual review.

### ***NON-POLICY ANNUAL REVIEW***

- **Curriculum and Instruction Committee:** Charter.

## **BOARD OF EDUCATION POLICY**

*Required Public Hearings*

- **5300 District Code of Conduct**
- **5303 Kingston High School Student Code of Conduct (aka Jefferson Code)**
- **5340 Educational Community Standard of Dress**
- **6110 Budget Planning and Development:** Budget Hearing.
- **6215 Property Tax Exemption for Senior Citizens**
- **6920 Comprehensive Safety and Security** (District level safety plan only in summary form)

### ***NON-POLICY PUBLIC HEARINGS***

- Use of funds from a repair reserve fund in an emergency, unless the money is to be repaid into the reserve fund during the following two school years.
- The development of a "Contract for Excellence."
- Charter School establishment/renewal.
- Adoption of a resolution to require the use of seat belts on school buses.
- Imposition of a Utility Tax.
- Adoption of Homestead/Non-Homestead Property Tax Classification.

## **BOARD OF EDUCATION POLICY**

### *Required Annual Reports to the Board of Education*

- **4200 Curriculum Development and Adoption:** Updates to the written curriculum, and changes in the use of standardized assessments, will be reported to the Board of Education on an annual basis.
- **4321.3 Allocation of Space for Special Education Programs:** Submit a report to the Board of Education on the review process, along with necessary recommendations for additional allocation of space.
- **4325 Response to Intervention (RtI)/Academic Intervention Services (AIS):** Administrative biennial review and revision of services based upon student performance results, followed by a report to the Board of Education.
- **5100 Student Attendance:** The Board of Education will review building level attendance data on a regular basis, and if there is a decline in student enrollment, this policy will be revised.
- **5320 Student Bullying Prevention and Intervention:** The Board of Education will annually review all building level, and district level, VADIR reports.
- **5335 Corporal Punishment/Physical Restraint:** The Superintendent must make a semi-annual report to the Commissioner of Education should there be a complaint of corporal punishment. Copies of said report must be provided to the Board of Education.
- **5710 Violent or Disruptive Incident Report:** The Superintendent must present a summary report to the Board of Education at its first meeting following the filing of the report with the Commissioner of Education.
- **6110 Budget Planning and Development:** The Budget Calendar must be approved annually by the Board of Education. The District Budget is annually adopted by the Board of Education.
- **6150 Budget Transfers:** Prior Board of Education approval is required on all intra-category transfers in excess of \$250,000, and all inter-category transfers. All transfers will be reported to the Board of Education in their next packet, as a point of information.
- **6600 Fiscal Accounting and Reporting:** The Treasurer will provide monthly cash reconciliation statements and budget status reports to the Board of Education. The annual external audit of the district must be adopted by a resolution of the Board of Education.
- **6660 Independent/External Audit:** Annual report to the Board of Education by the retained accountant.
- **6685 Medicaid Compliance:** The Medicaid Compliance officer will report quarterly to the Audit and Finance Committee. The Audit and Finance Committee in turn will report to the full Board of Education.
- **8110 School Building Safety:** The Board of Education will review and approve all annual building inspections and building condition surveys.
- **8140 Unsafe School Transfer Choice:** The Board of Education will be provided with an annual list, should any school be identified as “persistently dangerous” by the Commissioner of Education.
- **8220 Facilities: Inspection, Operation, and Maintenance:** The administration shall keep the Board of Education informed of the results of any inspections in a timely fashion.

- **8332 Use of District Owned Cell Phones:** The Business Office will make an annual report to the Board of Education on the effectiveness of the district's cellular telephone plan.
- **8334 Use of Credit Cards:** A list of all individuals with district credit cards shall be provided to the Board of Education at their annual re-organizational meeting. The Assistant Superintendent for Business and Operations will monitor credit card use for any discrepancies, and report same to the Board of Education.
- **9420 Evaluation of Staff (Not Covered by 3012-c of Education Law): Professional Performance Review Plan** is to be submitted to the BOE at its annual organizational meeting. In addition, the Superintendent will prepare an annual report that provides data on the evaluation ratings.
- **9700 Staff Development:** Members of the Professional Development Plan committee are appointed at the annual re-organizational meeting. The PDP committee must submit its recommendations to the CDEP committee, and both the PDP committee and the CDEP committee must submit their joint recommendations to the Board of Education by July 1.

***NON-POLICY REPORT TO THE BOARD OF EDUCATION:***

- **Comprehensive District Education Plan (CDEP):** Review and approved by the Board of Education.