

Updated January 2014

BOARD OF EDUCATION POLICY

REQUIRED Notifications to Staff

*Notifications required by state and federal laws

f *0100 Equal Opportunity: Annual notification, inclusive of grievance procedure.

f * 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

- f 5335 Corporal Punishment/Physical Restraint Annual notification (recommendation of the Policy Committee).
- f 5430 Confidentiality of Student Communication: Annual notification (recommendation of the Policy Committee).
- f 5460 Child Abuse in a Domestic or Educational Setting Annual notification of policy and regulations/employee handbooks can be used to provide notification.
- f 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.
- f *8115 Pesticides and Pest Management In September, annual notification (see policy for detail).
- f 8130 School Safety Plans and Teams: Annual notification (recommendation of the Policy Committee).
- f 8630 Computer Resources and Data Management Annual notification of administrative regulations/employee handbooks can be used to provide notification.
- f 8650 School District Compliance with Copyright Law
- f 9130 Staff/Student Relations Policy, or summary, is provided to all staff during new teacher orientation, or upon commencement of employment.
- f 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).
- f 9420 Evaluation of Staff (Not Covered by 3012-of Education Law): Annual notification
- f 9420.1 Building Principal and Classroom Teacher Evaluation: Annual notification
- f 9620 Anti-Harassment in the School District Annual notification in employee handbooks.
9 Posted in all buildings.
- f 9645 Disclosure of Wrongful Conduct Published in employee handbooks; provided to all staff with fiscal responsibilities on an annual basis.

NON-POLICY NOTIFICATIONS

- o *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, responses and post-response actions.

BOARD OF EDUCATION POLICY

Required Notifications to Students/Families

*Notifications required by state and federal laws

- f *0100 Equal Opportunity: Annual notification, inclusive of grievance procedure.
- f 1400 Public Complaints Annual notification (recommendation of the Policy Committee).
- f 1900 School/Family/Community Partnership Annual notification (recommendation of the Policy Committee).
- f 4526 Computer Use in Instruction/Acceptable Use Policy Annual notification, and administrative regulations, or a summary thereof/student handbooks (recommendation of the Policy Committee).
- f 4526.1 Internet Safety Policy Annual notification, and administrative regulations, or a summary thereof/student handbooks (recommendation of the Policy Committee).
- f 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).
- f 4710 Grading Systems Annual notification (recommendation of the Policy Committee).
- f 4730 Homework Annual notification (recommendation of the Policy Committee).
- f 4750 Promotion, Retention, and Acceleration of Students Annual notification (recommendation of the Policy Committee).
- f 4770 Graduation Requirements Annual notification and administrative regulations, or a summary thereof, to all high school students/families (recommendation of the Policy Committee).
- f 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.
- f 5020 Students with Disabilities Pursuant to Section 504 Annual notification to parents of students with disabilities.
- f 5030 Student Complaints: Appeals procedures are to be incorporated into student handbooks, and provided to parents on an annual basis by the building principals.
- f *5100 Student Attendance In September, a plain language summary must be provided.
- f *5300 District Code of Conduct: Annual provision of a plain language summary.
- f 5305 Kingston High School Student Code of Conduct (aka Jefferson Code) Annual notification in student handbooks.
- f 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.

- f* 5430 Confidentiality of Student Communication: Published in middle school and high school handbooks (recommendation of the Policy Committee).
- f* 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).
- f* *5500 Student Records Notification of rights under FERPA, inclusive of opt rights, must be published annually in a newspaper, handbook, and/or other district publication. New enrollees must be notified upon enrollment.
- f* *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.
- f* *5550 Student Privacy In September, notification is a provision of policy, with additional notifications within a reasonable length of time, if substantive changes ar

BOARD OF EDUCATION POLICY
Required Annual Reviews

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Required Annual Reports to the Board of Education

- f* 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.
- f* 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.
- f* 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.
- f* 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.
- f* 5320 Student Bullying Prevention and Intervention: The Board of Education will annually report to the Bd of review all building level, and district level, VADIR reports.

- f 8332 Use of District Owned Cell PhonesThe Business Office will make an annual report to the Board of Education on the effectiveness of the district's cellular telephone plan.
- f 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 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.
- f 9420 Evaluation of Staff (Not Covered by 3012~~3~~ 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.
- f 9700 Staff Development Members of the Professional Development Plan committee are appointed at the annual 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:

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