

FOREWORD

Contained herein are the policy statements formulated by the Board of Education of the Elmira Heights Central School District.

Policy is defined as a basic plan of action. It establishes limits within which freedom of judgment can be exercised.

Policy is a governing principle of management. It is a statement that has an effect on the interests of those who come under its jurisdiction. A policy may originate from the constitution, from statute, from local determinations and/or from customary patterns of formal behavior.

Policy should accomplish the following:

- a) State a position taken by the District;
- b) Grant the authority to act;
- c) Be sufficiently detailed to give adequate direction;
- d) Be achievable within the real environment of the school and community;
- e) Provide for impartial procedures.

In addition to the adopted policies, the operation of the School District is governed by and subject to all applicable Laws, Regulations of the Commissioner of Education, Civil Service requirements, Board of Education Resolutions, School Administrative Regulations and Contracts of Agreement.

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education. The official record of the adoption, amendment, or repeal of the by-laws and policies of the Elmira Heights Central School District shall be the minutes of the meetings of the Board of Education.

PHILOSOPHY STATEMENT

In preparing individuals to develop their fullest potential for living in the society of today and tomorrow, the Board of Education and the staff of the School District:

- I. Recognize their responsibility to help meet the physical, intellectual and emotional needs of children; particularly the needs to inquire, learn, think, and create; to establish aesthetic, moral and ethical values; and to relate satisfactorily to others in social situations involving family, work, government and recreation.
- II. Accept primary responsibility for giving students a mastery of the basic skills of learning, thinking and problem-solving; for teaching them to use the various media of self-expression; for instilling in them a knowledge of the social and natural sciences; for acquainting them with the richness of our heritage; and for stimulating them to productive work in the various areas of human endeavor.
- III. Acknowledge the importance of their supplemental role to the home and other social agencies in developing habits and attitudes which make for effective personal living, the maintenance of optimum physical and mental health, and the establishment of sound moral, ethical, and aesthetic values.

Realizing that education, as here defined, is a lifelong process, the School System seeks to orient its graduates toward various types of post-secondary education and further formal training and study of many types; and to provide educational opportunities particularly suited to the needs of adults, both as individuals and as citizens in a democracy.

ELMIRA HEIGHTS BOARD OF EDUCATION POLICY

SECTION 1000 BY LAWS

THE ROLE OF THE BOARD OF EDUCATION

- 1320 Nomination and Election of Board Officers
- 1321 Duties of the President of the Board of Education
- 1335 Appointment & Duties of the Claims Auditor (fka appointment & duties of the internal claims auditor)
- 1336 Duties of the Extraclassroom Activities Fund Treasurer(s)

BOARD POLICY

- 1410 Policy

MEETINGS OF THE BOARD OF EDUCATION

- 1511 Agenda Format

MEETINGS OF THE DISTRICT

- 1620 Annual Organizational Meeting
- 1650 Submission of Questions & Propositions at Annual Meeting & Election and Special District Meetings

SECTION 2000 INTERNAL OPERATIONS

BOARD OF EDUCATION COMMITTEES

- 2210 Committees of the Board

BOARD OF EDUCATION ACTIVITIES

- 2310 Membership in Associations
- 2320 Attendance by Board Members at Conferences, Conventions and Workshops
- 2340 Board Self-Evaluation

SECTION 3000 COMMUNITY RELATIONS

SCHOOL COMMUNITY RELATIONS

- 3110 School Sponsored Media
- 3140 Flag Display

PARTICIPATION BY THE PUBLIC

- 3230 Public Complaints
- 3240 Student Participation
- 3260 School Related Groups/Clubs/Organizations (fka 3260 Booster club & 3250 PFO)
- 3280 Use of School Facilities, Materials and Equipment
(fka community use of school facilities)
- 3290 Operation of Motor-Driven Vehicles on District Property

DISTRICT RECORDS

- 3310 Public Access to Records

PUBLIC ORDER ON SCHOOL PROPERTY

- 3412 Threats of Violence in School
- 3420 Notice of Non-Discrimination Section 504 of the Rehabilitation Act
Title IX And Title VII Sexual Harassment Policy
fka Non-Discrimination and Anti-Harassment in the School

ADMINISTRATIVE OPERATIONS

- 4211 Line Responsibility
- 4212 Organizational Chart
- 4230 Administrative Authority During Absence of the Superintendent of Schools
- 4260 Evaluation of the Superintendent and Other Administrative Staff

COMPENSATION AND RELATED BENEFITS

- 4410 Professional Development Opportunities

SECTION 5000 NON-INSTRUCTIONAL/BUSINESS OPERATIONS

BUDGET

- 5110 Budget Planning and Development
- 5120 School District Budget Hearing
- 5130 Budget Adoption
- 5140 Administration of the Budget
- 5150 Contingency Budget

INCOME

- 5210 Revenues
- 5220 District Investments
- 5230 Acceptance of Gifts, Grants and Bequests to the School District
- 5240 School Tax Assessment and Collection
- 5241 Property Tax Exemption for Senior Citizens
- 5250 Sale and Disposal of School District Property

EXPENDITURES

- 5310 Bonding of Employees and School Board Members
- 5320 Expenditures of School District Funds
- 5330 Budget Transfers
- 5340 Borrowing of Funds
- 5350 Expense Reimbursement

PURCHASING

- 5410 Purchasing
- 5411 Procurement of Goods and Services
- 5413 Alternative Formats for Instructional Materials

FISCAL ACCOUNTING AND REPORTING

- 5510 Accounting of Funds
- 5511 Reserve Funds
- 5512 Maintenance of Fund Balance (fka Fund Balance)
- 5520 Extraclassroom Activities Funds
- 5530 Petty Cash Funds and Cash in School Buildings
- 5540 Publication of District's Annual Financial Statement
- 5550 Maintenance of Fiscal Effort (Title I Programs)
- 5560 Use of Federal Funds For Political Expenditures
- 5570 Cell Phone
- 5571 Allegations of Fraud
- 5572 Financial Accountability
- 5574 Medicaid Compliance Program
- 5580 District Credit Card
- 5590 Meals & Refreshments

**SECTION 5000 NON-INSTRUCTIONAL/BUSINESS
OPERATIONS (cont'd)**

NON-INSTRUCTIONAL OPERATIONS

5610 Insurance
5620 Inventories
5621 Accounting of Fixed Assets
5630 Facilities: Inspection, Operation and Maintenance
5631 Hazardous Waste and Handling of Toxic Substances by Employees
5632 Pest Management and Pesticide Usage
5640 Smoking/Tobacco Use
5650 Energy/Water Conservation and Recycling of Solid Waste
5660 School Food Service Program (Lunch and Breakfast)
5661 Wellness
5670 Records Management
5671 Disposal of Consumer Report Information and Records
5672 Information Security Breach & Notification
5675 Student Grading Information Systems
5680 Safety and Security
5681 School Safety Plans
5682 Cardiac Automated External Defibrillators (AEDs) in Public School Facilities
5683 Fire and Emergency Drills, Bomb Threats and Bus Emergency Drills,
 {(fka)Fire Drills, Bomb Threats and Bus Emergency Drills}
5684 Use of Surveillance Cameras in School District
5690 Exposure Control Program
5691 Communicable Diseases
5692 Human Immunodeficiency Virus (HIV) Related Illnesses

TRANSPORTATION

5710 Transportation Program
5720 Scheduling and Routing
5730 Transportation of Students
5731 Transportation in Child Safety Zones
5740 Use of Buses by Community Groups
5750 School Bus Safety Program
5751 Video Cameras on School Buses
5760 Qualifications of Bus Drivers
5761 Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees ...

AUDIT

5800 Audit Committee
5810 Internal Audit Function

PERSONNEL

- 6110 Code of Ethics for Board Members and All District Personnel
- 6111 Testing Misconduct & Mandatory Reporting Requirements
- 6120 Equal Employment Opportunity
- 6121/7551 Sexual Harassment of District Personnel
- 6122 Employee Grievances (fka complaints & grievances by employees)
- 6130 Evaluation of Personnel: Purposes
- 6140 Employee Medical Examinations (fka Health Examinations)
- 6150 Alcohol, Drugs and Other Substances
- 6151 Drug-Free Workplace
- 6160 Professional Growth/Staff Development
- 6170 Safety of Students -Fingerprint Clearance of New Hires {fka Fingerprinting}
- 6180 Determination of Employment Status: Employee or Independent Contractor

CERTIFIED PERSONNEL

- 6210 Certified Personnel
- 6211 Recruitment
- 6212 Certification
- 6213 Incidental Teaching
- 6214 Probation and Tenure
- 6215 Disciplining of a Tenured Teacher or Certified Personnel
- 6216 Professional Staff: Separation
- 6217 Employment of Relatives of Board of Education Members
- 6221 Part Time and Certified Substitute Teacher Employment
(fka Part-Time & Certified Substitute Teacher Employment)

SUPPORT STAFF

- 6310 Appointment - Support Staff
- 6320 Employment of Teacher Aides
- 6321 Employment of Teacher Assistants

ACTIVITIES

- 6410 Maintaining Discipline and Conduct
- 6420 Employee Personnel Records and Release of Information
- 6430 Employee Activities
- 6440 Negotiations
- 6450 Theft of Services or Property
- 6460 Jury Duty
- 6470 Computer Network for Education

COMPENSATION AND RELATED BENEFITS

- 6510 Health Insurance
- 6520 Workers' Compensation
- 6530 Payroll Deductions
- 6540 Defense and Indemnification of Board Members and Employees
- 6550 Leaves of Absence
- 6551 Family and Medical Leave Act
- 6552 Uniformed Services Employment and re-Employment Rights Act
- 6560 Employee Assistance Program (EAP)

ATTENDANCE

- 7110 Comprehensive Student Attendance Policy
- 7111 Released Time of Students
- 7120 Age of Entrance
- 7121 Screening of New School Entrants
- 7131 Education of Homeless Children and Youth
- 7132 Non-Resident Students
- 7140 Involuntary Transfer of Students
- 7150 Educational Services for Married/Pregnant Students

STUDENT PROGRESS

- 7210 Student Evaluation, Promotion and Placement
- 7211 Provision of Interpreter Services to Parents Who Are Hearing Impaired
- 7220 Graduation Requirements
- 7221 Early Graduation
- 7222 Credential Options for Students with Disabilities
- 7230 Dual Credit for College Courses
- 7240 Student Records: Access and Challenge
- 7241 Release of Information to the Noncustodial Parent
- 7242 Student Directory Information
- 7243 Military Recruiters' Access to Secondary School Students and Information on Students
 Student Privacy, Parental Access to Information, and Administration
- 7250 of Certain Physical Examinations to Minors
- 7260 Designation of Person In Parental Relation

STUDENT CONDUCT

- 7310 School Conduct and Discipline
- 7311 Loss or Destruction of District Property or Resources
- 7312 Student Dress Code
- 7313 Suspension of Students
- 7314 Student Use of Computerized Information Resources
- 7320 Alcohol, Tobacco, Electronic Cigarettes, Drugs and Other Substances(students)
- 7330 Searches and Interrogations of Students
- 7340 Bus Rules and Regulations
- 7350 Corporal Punishment
- 7351 Time Out Rooms
- 7352 Use of Aversive Interventions
- 7360 Dangerous Weapons in School and the Gun-Free Schools Act

STUDENT ACTIVITIES

- 7410 Extracurricular Activities
- 7411 Editorial Control of School Sponsored Student Publications and Activities
- 7420 Sports and the Athletic Program
- 7421 Selection/Classification of Athletes
- 7422 Academic Eligibility Policy
- 7430 Contests for Students, Student Awards and Scholarships
- 7440 Musical Instruments
- 7450 Fund Raising by Students
- 7460 Constitutionally Protected Prayer in the Public Schools

STUDENT WELFARE

- 7510 Student Health Services
- 7511 Immunization of Students
- 7512 Student Physicals
- 7513 Administration of Medication
- 7514 Health Records
- 7515 Pediculosis (Head Lice)
- 7520 Accidents and Medical Emergencies
- 7522 Concussion Management
- 7530 Child Abuse & Maltreatment (fka Child Abuse & Neglect / Maltreatment)
- 7540 Bullying: Peer Abuse in the Schools
- 7541 Hazing of Students
- 7551 Sexual Harassment of Students
- 7552 Dignity for All Students Act
- 7560 Notification of Sex Offenders
- 7570 Supervision of Students

STUDENTS WITH DISABILITIES

- 7600 Response to Intervention
- 7610 Special Education: District Plan
- 7611 Children with Disabilities
- 7612 Grouping by Similarity of Needs
- 7613 The Role of the Board in Implementing a Student's Individualized Education Program
- 7614 Preschool Special Education Program
- 7615 Least Restrictive Environment
- 7617 Declassification of Students with Disabilities
- 7620 Students with Disabilities Participating in School District Programs
- 7621 Section 504 of the Rehabilitation Act of 1973

- 7631 Appointment and Training of Committee on Special Education (CSE)/Subcommittee on Special Education Members
- 7632 Appointment and Training of Committee on Preschool Special Education (CPSE) Members
- 7640 Student Individualized Education Program (IEP): Development and Provision
- 7641 Transition Services
- 7642 Extended School Year(July/August) Services and/or Programs [fka 12 mo sp ser...]
- 7650 Identification and Register of Children with Disabilities
- 7660 Parent Involvement for Children with Disabilities
- 7670 Due Process Complaints, Selection & Board Appointment of Impartial Hearings Officers
- 7680 Independent Educational Evaluations
- 7690 Special Education Mediation

CURRICULUM (GENERAL)

- 8110 Curriculum Development, Resources and Evaluation
- 8120 Request for Part 100 Variance or Part 200 Innovative Program Waiver From Commissioner's Regulations
- 8130 Equal Educational Opportunities

ELEMENTARY AND SECONDARY INSTRUCTION

- 8210 Safety Conditions and Programs
- 8211 Prevention Instruction
- 8212 Animals in School
- 8220 Career and Technical (Occupational) Education
- 8230 Guidance Program
- 8240 Patriotism, Citizenship and Human Rights Education
- 8241 Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education
- 8250 Evaluation of the Instructional Program
- 8260 Programs and Projects Funded by Title I 02/12/2007
- 8261 Remedial Instruction
- 8270 Instructional Technology
- 8271 The Children's Internet Protection Act: Internet Content Filtering/Safety Policy
- 8280 Instruction for English Language Learners or Students with Limited English Proficiency

INSTRUCTIONAL MATERIALS

- 8310 Purposes of Instructional Materials
- 8320 Selection of Library and Audiovisual Materials
- 8330 Objection to Instructional Materials
- 8331 Controversial Issues
- 8340 Textbooks/Workbooks
- 8341 District Issued Instructional Materials
- 8350 Use of Copyrighted Materials
- 8360 Religious Expression in the Instructional Program

INSTRUCTIONAL ARRANGEMENTS

- 8410 School Calendar and School Day
- 8420 Opening Exercises
- 8430 Independent Study
- 8440 Homework
- 8450 Home Tutoring (Temporary Instruction)
- 8460 Field Trips
- 8470 Home Instruction (Home Schooling)