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SECTION 0000 GENERAL COMMITMENTS

Policy	Title
<u>0010</u>	Philosophy of the Board of Education
0012	Smoking Policy
0015 0015.1 0017 0017.1 0017.2	Equal Opportunity and Non-Discrimination Non-Discrimination Compliance and Complaint Procedures Policy Relative to the Instruction and Employment of HIV-Infected Individuals Authorization for Release of Confidential HIV Related Information Authorization for Release of Confidential Related Information to the Superintenden of Schools and the Board of Education
0020	Code of Ethics for Board Members and Employees
0030	Drug and Alcohol Abuse Prevention

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SECTION 1000 COMMUNITY RELATIONS

Code of Conduct for the Maintenance of Public Order on School Property and at School Functions	Policy	Title
1010.1	<u>1010</u>	± •
Community Use of School Facilities	1010.1	
1011.1Staff Use of School Facilities1011.2Community Group Use of Kitchen1013Visitors to the Schools1014Insight House Referral Policy1015New Hartford Police School Resource Officer Referral Policy1020Public Access to Records1020.1Application for Access to Records1020.2Notice of Intention to Examine Public Employment Records1020.3Verification of Receipt of Request for Records1021Retention and Disposition of Records1031Adult Education1032Speakers' Bureau1033Advertisements in School Publications1034Public Solicitation or Advertising in the Schools1040Policy on Constitutionally Protected Prayer in the Schools Certification		1 1
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1014 1015Insight House Referral Policy1020 1020.1Public Access to Records1020.2 1020.2Application for Access to Records1020.2 1020.3Notice of Intention to Examine Public Employment Records1021 1021Verification of Receipt of Request for Records1021 1032 1033 1034Adult Education Speakers' Bureau1033 1034 1035Advertisements in School Publications Public Solicitation or Advertising in the Schools1040 1040 1040.1Policy on Constitutionally Protected Prayer in the Schools Certification	<u>1011.2</u>	Community Group Use of Kitchen
1015 New Hartford Police School Resource Officer Referral Policy 1020	<u>1013</u>	Visitors to the Schools
1020 Public Access to Records 1020.1 Application for Access to Records 1020.2 Notice of Intention to Examine Public Employment Records 1020.3 Verification of Receipt of Request for Records 1021 Retention and Disposition of Records 1031 Adult Education 1032 Speakers' Bureau 1033 Advertisements in School Publications 1034 Public Solicitation or Advertising in the Schools 1040 Policy on Constitutionally Protected Prayer in the Schools 1040.1 Constitutionally Protected Prayer in the Schools Certification	<u>1014</u>	Insight House Referral Policy
Application for Access to Records	<u>1015</u>	New Hartford Police School Resource Officer Referral Policy
Notice of Intention to Examine Public Employment Records Verification of Receipt of Request for Records Retention and Disposition of Records Adult Education Speakers' Bureau Advertisements in School Publications Public Solicitation or Advertising in the Schools Policy on Constitutionally Protected Prayer in the Schools Constitutionally Protected Prayer in the Schools Certification	<u>1020</u>	Public Access to Records
1020.3 1021Verification of Receipt of Request for Records1031 1032Adult Education Speakers' Bureau1033 1034Advertisements in School Publications Public Solicitation or Advertising in the Schools1040 1040.1Policy on Constitutionally Protected Prayer in the Schools1040 1040.1Constitutionally Protected Prayer in the Schools Certification		
1021 Retention and Disposition of Records 1031 Adult Education 1032 Speakers' Bureau 1033 Advertisements in School Publications 1034 Public Solicitation or Advertising in the Schools 1040 Policy on Constitutionally Protected Prayer in the Schools 1040.1 Constitutionally Protected Prayer in the Schools Certification		e t
Adult Education Speakers' Bureau Advertisements in School Publications Public Solicitation or Advertising in the Schools Policy on Constitutionally Protected Prayer in the Schools Constitutionally Protected Prayer in the Schools Certification	·	
Speakers' Bureau 1032 Advertisements in School Publications 1034 Public Solicitation or Advertising in the Schools 1040 Policy on Constitutionally Protected Prayer in the Schools 1040.1 Constitutionally Protected Prayer in the Schools Certification	<u>1021</u>	Retention and Disposition of Records
Advertisements in School Publications Public Solicitation or Advertising in the Schools Policy on Constitutionally Protected Prayer in the Schools Constitutionally Protected Prayer in the Schools Certification	<u>1031</u>	Adult Education
Public Solicitation or Advertising in the Schools 1040 Policy on Constitutionally Protected Prayer in the Schools 1040.1 Constitutionally Protected Prayer in the Schools Certification	<u>1032</u>	
Policy on Constitutionally Protected Prayer in the Schools Constitutionally Protected Prayer in the Schools Certification		
1040.1 Constitutionally Protected Prayer in the Schools Certification	<u>1034</u>	Public Solicitation or Advertising in the Schools
	1040	Policy on Constitutionally Protected Prayer in the Schools
1041 Public Relations	1040.1	Constitutionally Protected Prayer in the Schools Certification
	<u>1041</u>	Public Relations
Policy for Handling and Disseminating Information Received Regarding Sex offende	1050	Policy for Handling and Disseminating Information Received Regarding Sex offenders

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SECTION 2000 SCHOOL BOARD OPERATIONS

Policy	Title
<u>2010</u> <u>2011</u>	ByLaws of the Board of Education Absentee Ballots
<u>2012</u>	Board of Education Standards of Conduct
<u>2015</u>	Citizen Advisory Committees
2020	Naming School Facilities
2030	Expense Reimbursement for Board Members (Conference Attendanc)

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SECTION 3000 ADMINISTRATION

Policy	Title
<u>3010</u>	Organizational Plan of the New Hartford Central School District
3010.1	Instructional Organizational Chart
3010.2	Non-Instructional Organizational Chart
3011	Administrative Job Descriptions
3011.1	Administrative Council
3011.2	Superintendent of Schools
3011.3	Assistant Superintendent for Instructional Services
3011.4	Assistant Superintendent for Business Affairs
3011.5	Building Principal
3011.6	Director of Pupil Personnel Services
3011.7	Dean of Students
3011.8	Summer School Principal
3011.9	Director of Adult Education
3011.10	Director of Instructional Technology
3011.11	Director of Student Services
3011.12	Director of Athletics Wellness and Safe Schools
3011.13	Dean of Students (Developmental/Special Programs)
3015	Administrative Action in Absence of Policy

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SECTION 4000 FISCAL MANAGEMENT

Policy	Title
<u>4010</u>	Budget Policy
4011	Budget Hearing
4012	Contingency Budget
4014	Financial Reports to be Reviewed by the Board of Education
4015	Tax Certiorari Proceedings
4016	School Tax Exemptions
<u>4017</u>	Financial Management
4017.1	Duties of the Internal Claims Auditor
4020	Procurement of Goods and Services
4020.1	Procurement of Goods and Services
4021	Construction Contracts and Change Orders Signed by the Board President
4022	Authorized Signatures
4023	Petty Cash Accounts
4024	Expense Reimbursements for Staff Members
4024.1	Expense Reimbursements for Staff Members (Expense Voucher)
4024.2	Claim Form
4024.3	Mileage Claim Form
4030	Fundraising in the New Hartford Central School District
4030.1	Fundraising Guidelines for School Related Organizations
4030.2	Raffle Request Form
4030.3	Fundraising Request Form
<u>4040</u>	Gold Card Passes
<u>4050</u>	Public Gifts, Grants and Bequests to the School
4051	Investments
<u>4052</u>	Cash Management
4060	Bonding of School District Employees and Officers
4061	Meals and Refreshments
4062	Use of Phones
4063	Use of District Vehicles
4063.1	Use of District Vehicles – Request Form
4064	Use of District Credit Card

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SECTION 5000 SUPPORT OPERATIONS

Policy	Title
5010 5010.1 5010.2 5010.4	Transportation Policies Transportation Guidelines School Bus Driving Regulations School Bus Accident Policy
5021 5022 5023 5024 5024.1	District-Wide Safety Plans and Building Level Emergency Response Plans Inventory School Wellness Policy Internal Controls Over Fuel Inventory Internal Controls Over Fuel Inventory
5032 5032.1 5032.2	Closing Schools Student Activities When School Closes Building Shutdown Over Vacation Periods
<u>5050</u>	Copyright Laws
<u>5100</u> <u>5100.1</u>	School Health Services School Health Services: Regulations
5102 5102.1 5103 5103.1 5104	Student Medications Student Medication Authorization Form Short-Term Worker Asbestos Notification Acknowledgement of Receipt of Asbestos Notification Information Notification of Pesticide Application
<u>5200</u> <u>5200.1</u>	Lunch Program Free and Reduced Meals Policy
<u>5300</u>	Health Insurance Portability and Accountability Act of 1996 (HIPAA)

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SECTION 6000 STUDENTS

Policy	Title
6010 6011	Age of Entrance Providing a Safe Public School Choice to Students Who Have Been Victims of a Violent Criminal Offense
6015 6016 6017 6018 6018.1	Elementary School Attendance Zones Adjusted Day Program Admission of Non-Resident Students Determination of Student Residency and the Education of Homeless Children Procedures for Determining Student Residency and the Education of Homeless Children Student Affidavit of Emancipation
6018.3 6020 6020.1 6020.2	Parent Affidavit Sports Participation Philosophy Athletic Code of Conduct Interscholastic Athletic Regulations
6030 6030.1 6031 6032 6036	Introduction of Extra-Curricular Activities in the School System Rules and Regulations for the Conduct, Operation and Maintenance of Extra- Classroom Activities Student Gifts, Contests and Fund Solicitation Student Sororities and Fraternities Criteria for Hiring Summer Students
6040 6042 6042.1 6043 6043.1	Unofficial Newspapers and Unauthorized Literature Student Suspension from Bus Privileges Student Bus Rules and Regulations Student Substance Abuse Policy Administrative Regulations for Implementing Board Policy Relating to Controlled Substances
6050 6051 6052 6052.1 6052.2 6052.3	Student Eye Safety Reporting Student Accidents Student Crisis Situations Child Abuse and Neglect (Maltreatment) Guidelines for Dissemination of Information from the Division of Parole Child Abuse and Neglect (Maltreatment)

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SECTION 6000 STUDENTS (Continued)

Policy	Title
<u>6053</u>	Pupil Interviews
<u>6055</u>	Reporting Child Abuse in an Educational Setting
6055.1	Statement of Parental Rights, Responsibilities and Procedures Regarding Allegations of Child Abuse in an Educational Setting Under Article 23-B of the Education Law
6055.2	Notification of Teacher's Duty to Report Child Abuse in an Educational Setting and Immunity from Liability
6055.3	Child Abuse in an Educational Setting Statement of Personal Delivery
6055.4	Child Abuse in an Educational Setting Confidential Report of Allegation
<u>6060</u>	Student Privacy Policy
<u>6060.1</u>	Student Privacy – FERPA Regulation
<u>6060.2</u>	Student Privacy – FERPA Notice
6060.3	Application to Inspect FERPA Records
<u>6060.4</u>	Student Privacy – Records of FERPA Requests
<u>6060.5</u>	Request to Correct FERPA Record
<u>6060.6</u>	Response to Request for Record Correction
<u>6060.7</u>	Request for Hearing
<u>6060.8</u>	Notice for Hearing
<u>6060.9</u>	Consent to Release of Confidential Student Records
6060.10	Third Party Confidentiality Agreement
6060.11	Student Privacy – PPRA Regulation
6060.12	Student Privacy – PPRA Notice
6070	Student Attendance
6070.1	Student Absences
6071	Student Release
<u>6081</u>	Student Trips
<u>6081.1</u>	Overnight Trip Consent Form
<u>6085</u>	Student Parking
<u>6085.1</u>	Student Parking Regulation

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SECTION 7000 INSTRUCTION

Policy	Title
7010 7011 7011.1 7012	Curriculum Management Selection and Procedures for Reconsideration of Instructional Materials Request for Reconsideration for Instructional Materials (Form) Student Books: Fee/Rentals
7015 7015.1 7016 7017 7018 7019 7020 7020.1 7020.2	Limited English Proficiency Instruction Limited English Proficiency Instruction Acceptable Use Policy for Network and Internet Access School-Wide Enrichment Internet Safety Policy District Web Publishing Policy Student Grading, Scheduling and Graduation Recognition of Graduating Seniors Advanced Placement Examination Policy
7022 7022.1	Exam and Regents Week Activities Regents Exam "Walk-In" Qualifications
7030 7030.1	Religious Education Traditional Holiday Seasons – Guidelines
7035 7035.1 7036	Home Instruction Home Teaching Homebound Instruction
7040.1	Physical Education and Interscholastic Athletics Regulations
7050 7051 7051.1 7051.2 7051.3 7051.4	Special Education Programs and Services Section 504 Policy for Students with Disabilities Notice of Section 504 Committee Meeting Notice of Determination After Section 504 Committee Meeting Notice of Determination After Section 504 Committee Meeting Non-Eligible Notice of Determination After Section 504 Board Meeting
7052 7052.1 7052.2	Independent Educational Evaluations Administrative Regulation for Independent Educational Evaluations Independent Educational Evaluations

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SECTION 7000 INSTRUCTION (Continued)

Policy	Title
7054 7055 7056 7057 7057.1 7057.2 7058	IEP Diplomas for Eligible Students with Disabilities Preschool Special Education Students with Disabilities: Exemption from Second Language Requirement Accommodation of Hearing-Impaired Parents Accommodation of Hearing-Impaired Parents Request Form Accommodation of Hearing-Impaired Parents Notice Parental Involvement in Title I Programs
7060 7060.1 7062 7062.1	Instructional Support Teams Request for Consent to Evaluate Selection, Appointment and Compensation of Impartial Hearing Officers Selection, Appointment and Compensation of Impartial Hearing Officers

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SECTION 8000 PERSONNEL

Policy	Title
8012	The District as a Drug-Free Workplace
8014	Staff Development
8020	Absences from School For Elected or Appointed Governmental Office
<u>8025</u>	Drug and Alcohol Testing
8025.1	Drug and Alcohol Testing
8025.2	Confirmation of Receipt Acknowledgment
<u>8030</u>	New Hartford Substitute Use
<u>8030.1</u>	Substitute Teachers
8031	Leaves of Absence from Work
<u>8032</u>	Volunteer Coaches
8033	Family and Medical Leaves
<u>8033.1</u>	Family and Medical Leaves
8033.2	U.S. Department of Labor Program Highlights
8033.3	Certification of Health Care Provider
8033.4	Your Rights Under the Family and Medical Leave Act of 1993
<u>8033.5</u>	Request for Family/Medical Leave
<u>8033.6</u>	Employer Response to Employee Request for Family or Medical Leave
8034	Leave for Cancer Screening
<u>8035</u>	Early Retirement Incentive Program
8036	Review Process Established Pursuant to Section 803 of the Retirement and Social Security Law
8037	403 (B) Plans
8037.1	New Hartford Central School District Salary Reduction Agreement For 403 (B) Plans
8037.2	Statement of Understanding and Hold Harmless Agreement Regarding Tax Shelter Annuity Program
8037.3	Annuity Indemnity Agreement
8038	Staff Consulting Services
8039	Accommodating Employee's Need to Express Breast Milk

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SECTION 8000 PERSONNEL (Continued)

Policy	Title
8041	Staff Communications
8042	Student Transportation
8043	Prohibition on Contracts/Leases, etc.
<u>8050</u>	Recruitment and Selection of Instructional Staff
<u>8050.1</u>	Recruitment and Selection of Coaching Staff
<u>8051</u>	Attendance at Staff Meetings
8052	Fingerprinting and Criminal History Record Checks for Prospective Employees
8052.1	Fingerprinting and Criminal History Record Checks for Prospective Employees
8052.2	Consent Form for Fingerprinting and Criminal History Records Search of
	Prospective Employees and Applicants for Certification
8052.3	Clearance for Employment Request Form
8052.4	Statement for Emergency Conditional or Conditional Appointment
<u>8060</u>	School Volunteers
8070	Job Descriptions
8070.1	Job Description: Classroom Teacher
8070.2	Job Description: Department Chairperson
8070.3	Job Description: School Counselor
<u>8070.4</u>	Job Description: Library Media Specialist
8070.5	Job Description: School Psychologist
<u>8070.6</u>	Job Description: Reading Specialist
<u>8070.7</u>	Job Description: Social Counselor
<u>8070.8</u>	Job Description: Speech and Hearing Therapist
<u>8070.9</u>	Job Description: Teaching Assistant
8070.10	Job Description: Library Aide
8070.11	Job Description: School Nurse
<u>8070.12</u>	Job Description: Health Aide
8070.13	Job Description: Teacher Aide
8070.14	Job Description: Elementary School Testing Aide
8070.15	Job Description: Health Services Department Chairperson
8070.16	Job Description: Chairperson of Physical Education and Health

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SECTION 8000 PERSONNEL (Continued)

Policy	Title
8070.17 8070.18	Job Description: Teacher Center Director Job Description: New Teacher Induction Coordinator Leb Description: Instructional Support Specialist
8070.19	Job Description: Instructional Support Specialist
8070.23	Job Description: Transportation Supervisor
8070.24	Job Description: Mechanic
8070.25	Job Description: Bus Driver
8070.27	Job Description: Model Schools Program Coordinator
8070.29	Job Description: Network Manager
8070.30	Job Description: School Physician
8070.31	Job Description: Athletic Trainer
<u>8071</u>	Non-Negotiating Personnel