

**ESSENTIAL POLICY MANUAL**

**TABLE OF CONTENTS**

**PHILOSOPHY, GOALS & OBJECTIVES (Series--0000)**

- 0000** Mission Statement and Vision
- 0100** Equal Opportunity
- 0110** Sexual Harassment
  
- 0300** Accountability
- 0310** Board Self-Evaluation
- 0320** Evaluation of the Superintendent

**COMMUNITY RELATIONS (Series--1000)**

- 1000** Community Relations Goals
- 1050** Annual District Election and Budget Vote
- 1120** School District Records
- 1130** News Media Relation
- 1230** Public Participation at Board Meetings
- 1400** Public Complaints
- 1420** Complaints about Curricula or Instructional Materials
- 1500** Public Use of School Facilities
- 1530** Smoking and Other Tobacco Use on School Premises
- 1741** Home-Schooled Students
- 1900** Parental Involvement
- 1925** Interpreters for Hearing-Impaired Parents

**SCHOOL BOARD GOVERNANCE & OPERATIONS (Series--2000)**

- 2000** Board Operational Goals
- 2100** School Board Legal Status
- 2120** School Board Elections
- 2120.2** Voting Procedures
- 2121** Board Member Qualifications
- 2150** Filling Board Vacancies
- 2160** School District Officer and Employee Code of Ethics
- 2210** Board Reorganizational Meeting
- 2220** Board Officers
- 2230** Appointed Board Official
- 2310** Regular Meetings
- 2320** Special Meetings
- 2330** Executive Sessions
- 2340** Notice of Meetings
- 2342** Agenda Preparation and Dissemination
- 2350** Board Meeting Procedures
- 2360** Minutes
- 2410** Policy Development, Adoption, Implementation and Review
- 2510** New Board Member Orientation
- 2520** Board Member Training
- 2521** School Board Conferences, Conventions, Workshops

## SAGAPONACK

### ADMINISTRATION (Series--3000)

- 3000** Goals and Objectives for the Administration
- 3100** Superintendent of Schools
- 3120** Duties of the Superintendent

### INSTRUCTION (Series-- 4000)

- 4000** Student Learning Objectives & District Instructional Goals
- 4200** Curriculum Management
- 4311.1** Display of the Flag
- 4321** Programs for Students with Disabilities
- 4321.1** Provisions of Special Education Services in the Least Restrictive Environment
- 4321.2** School-Wide Pre-Referral Approaches and Interventions
- 4321.3** Allocation of Space for Special Education Programs
- 4321.4** Independent Educational Evaluations
- 4321.5** Confidentiality and Access to Individualized Education Programs, Individualized Education Services Programs and Service Plans
- 4321.6** Availability of Alternative Format Instructional Materials For Students With Disabilities
- 4321.7** District-wide and Statewide Assessments of Students with Disabilities
- 4321.8** Impartial Hearing Officer Appointment and Compensation
- 4321.9** Declassification of Students with Disabilities
- 4321.10** Programs and Services for Parentally-Placed Nonpublic School Students with Disabilities
- 4321.11** Public Report on Revisions to District Policies, Practices and Procedures Upon a Finding of Significant Disproportionality
- 4321.12** Use of Time Out Rooms, Physical Restraints and Aversives
- 4321.13** Preschool Special Education
- 4321.14** Special Education Personnel
- 4322** Programs for the Gifted and Talented
- 4325** Academic Intervention Services
- 4326** Programs for English Language Learners
- 4327** Homebound Instruction
- 4511** Textbook Selection and Adoption
- 4513** Library Materials Selection
- 4526** Computer and Network Use
- 4526.1** Internet Safety
- 4531** Field Trips and Excursions
- 4532** School Volunteers
- 4710** Grading Systems
- 4750** Promotion and Retention of Students
- 4773** Diploma and Credential Options for Students with Disabilities
- 4810** Teaching About Controversial Issues

**STUDENT POLICIES (SERIES--5000)**

- 5000 Student Policies Goals**
- 5020.3 Students with Disabilities & Section 504**
- 5030 Student Complaints and Grievances**
- 5100 Student Attendance**
- 5150 Admission of Resident Students**
- 5151 Homeless Children**
- 5152 Admission of Non-Resident Students**
- 5153 Student Assignment to Schools and Classes**
- 5162 Student Dismissal Precautions**
- 5300 Code of Conduct**
  - I. Introduction
  - II. Definitions
  - III. Student Rights and Responsibilities
  - IV. Essential Partners
  - V. Student Dress Code
  - VI. Prohibited Student Conduct
  - VII. Reporting Violations
  - VIII. Disciplinary Penalties, Procedures and Referrals
  - IX. Alternative Instruction
  - X. Discipline of Students with Disabilities
  - XI. Corporal Punishment
  - XII. Student Searches and Interrogations
  - XIII. Visitors to the Schools
  - XIV. Public Conduct on School Property
  - XV. Dissemination and Review
- 5405 Student Wellness**
- 5420 Student Health Services**
- 5450.1 Notification of Sex Offenders**
- 5460 Child Abuse in a Domestic Setting**
- 5500 Student Records**
- 5550 Student Privacy**
- 5710 Violent and Disruptive Incident Reporting**

**FISCAL MANAGEMENT (SERIES--6000)**

- 6000 Fiscal Management Goals**
- 6110 Budget Planning**
- 6150 Budget Transfers**
- 6240 Investments**
- 6255 Gifts and Grants**
- 6410 Authorized Signatures**
- 6600 Fiscal Accounting and Reporting**
- 6650 Claims Auditor**
- 6665 Independent/External Audits**
- 6670 Petty Cash Accounts**
- 6700 Purchasing**

**SAGAPONACK**

- 6710 Purchasing Authority**
- 6740 Purchasing Procedures**
- 6741 Contracting for Professional Services**
- 6800 Payroll Procedures**
- 6830 Expense Reimbursements**
- 6900 Disposal of District Property**

**FACILITIES DEVELOPMENT (SERIES--7000)**

- 7000 Facilities Development Goals**
- 7100 Facilities Planning**
- 7365 Construction Safety**

**SUPPORT SERVICES (SERIES--8000)**

- 8000 Support Services Goals**
- 8110 School Building Safety**
- 8115 Pesticides and Pest Management**
- 8130 School Safety Plans and Teams**
- 8220 Buildings and Grounds Maintenance & Inspection**
- 8330 Authorized Use of School-Owned Materials and Equipment**
- 8332 Use of District-Owned Cell Phones**
- 8334 Use of District Credit Cards**
- 8410 Student Transportation****8414.5 Alcohol & Drug Testing of Bus Drivers**
- 8630 Computer Resources and Data Management**
- 8635 Information Security Breach and Notification [Required]**

**PERSONNEL POLICIES (SERIES--9000)**

- 9000 Personnel Goals**
- 9120.1 Conflict of Interest**
- 9140.1 Staff Complaints & Grievances**
- 9170 Meals and Refreshments**
- 9240 Recruiting and Hiring**
- 9260 Conditional Appointment - Student Safety**
- 9420 Staff Evaluation**
- 9425 Staff Evaluation -Annual Professional Performance Review (APPR)**
- 9500 Compensation and Benefits**
- 9620 Child Abuse in an Educational Setting**
- 9645 Disclosure of Wrongful Conduct**
- 9700 Staff Development**