

# Operations Policy Compliance Monitoring From

<b>Policy Topic Area -Community Relations Policies</b>
<p><b>These policies govern, define, limit (summarize the overarching theme of this policy topic) and address such things as (list sub-categories of the topic)</b></p> <ul style="list-style-type: none"><li>• Use of facilities</li><li>• Code of Conduct</li><li>• Gifts to District</li><li>• Parent involvement</li><li>• PTO/Booster Clubs</li></ul>
<p><b>Compliance with these policies indicates what these policies tell you.</b></p> <p>That community presence on district property is appropriate if it does not disrupt the education of the children.</p>
<p><b>List of applicable policies in this topic.</b></p> <p>8:20 – Community use of School Facilities 8:25 – Advertising and Distributing Materials 8:30 – Visitors to and Conduct on School Property 8:40 – Spectator Conduct 8:70 – Accommodating Individuals with Disabilities 8:80 – Gifts to the District 8:90 – Parent Organization 8:95 – Parent Involvement 8:110 – Public Suggestions and complaints</p>
<p><b><i>How do we know we are in compliance? In order to monitor progress toward district ends and compliance with written board policy in the above names policy area. The school board requires the following indications and evidence of compliance from the superintendent.</i></b></p>
<p><b>What reports, documents, and /or other information does the Board currently receive that provides information about compliance with this policy topics?</b></p> <ul style="list-style-type: none"><li>• Weekly Newsletters</li></ul>
<p><b>What, if any, additional information does the Board want that would provide</b></p>

# Operations Policy Compliance Monitoring From

**Policy Topic Area -Community Relations Policies**

**information about compliance with this policy topic?**

- Annual Report of Building Usage; ref 8:20
- Communication Report; ref 8:95

**The District is not in compliance with the following policies in this area as demonstrated below.**

**Recommendations:**

**Timeline for achieving compliance: \_\_\_\_\_.**

**I hereby certify that to the best of my knowledge the district is in compliance with all polices in this policy area, except as noted above.**

**Superintendent**

*Joan Van Pelt*

**Date 6/25/08**

**Board President**

*Ronald Wilkins*

**Date 6/25/08**

# Operations Policy Compliance Monitoring From

## Policy Topic Area - **Instruction Policies**

**These policies govern, define, limit (summarize the overarching theme of this policy topic) and address such things as (list sub-categories of the topic)**

- School year
- District configuration
- Curriculum

**Compliance with these policies indicates what these policies tell you.**

That all students will have an opportunity to learn and programs are coordinated with other agencies in the area including high schools.

### **List of applicable policies in this topic.**

- 6:20 – School Year Calendar and Day
- 6:30 – Organization of Instruction
- 6:40 – Curriculum Development
- 6:50 – School Wellness
- 6:50 – Curriculum Content
- 6:65 – Student Social and Emotional Development
- 6:70 – Teaching about religion
- 6:80 – Teaching about Controversial Issues
- 6:90 – Kindergarten
- 6:100 – Using Animals in the Educational Program
- 6:110 – Programs for Students at risk of Academic Failure
- 6:120 – Education of Children with Disabilities
- 6:130 – Program for the Gifted
- 6:150 – Home and Hospital Instruction
- 6:160 – Limited English Proficient Students
- 6:180 – Extended Instructional Programs
- 6:190 – Extracurricular and Co-Curricular Activities
- 6:210 – Instructional Materials
- 6:620 – Instructional Materials Selection and Adoption
- 6:230 – Library
- 6:235 – Access to Electronic Networks
- 6:240 – Field Trips and Recreational Class Trips
- 6:250 – Community Resource Persons and Volunteers
- 6:255 – Assemblies and Ceremonies
- 6:260 – Public Suggestions and Complaints

## Operations Policy Compliance Monitoring From

### Policy Topic Area - Instruction Policies

- 6:270 – Guidance and Counseling Program
- 6:280 – Grading and Promotion
- 6:290 – Homework
- 6:340 – Student Testing and Assessment Program

*How do we know we are in compliance? In order to monitor progress toward district ends and compliance with written board policy in the above names policy area. The school board requires the following indications and evidence of compliance from the superintendent.*

**What reports, documents, and /or other information does the Board currently receive that provides information about compliance with this policy topics?**

- Annual calendar; ref 6:20
- Curriculum committee - Minutes published; ref 6:40, 6:50
- District / School report card; ref 6:340
- School enrollment chart; ref 6:30
- Moira Braun; ref 6:40

**What, if any, additional information does the Board want that would provide information about compliance with this policy topic?**

- Wellness report (Nutrition, educations, and physical activity); ref 6:50
- Annual report of gifted program; ref 6:130
- Text book and instructional material adoption; ref 610, 620

**The District is not in compliance with the following policies in this area as demonstrated below.**

**Policy # Program for the Gifted no longer exists, therefore no longer needs to be reported on yearly.**

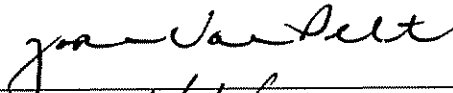
**Recommendations:**

# Operations Policy Compliance Monitoring From

Timeline for achieving compliance: \_\_\_\_\_.

I hereby certify that to the best of my knowledge the district is in compliance with all polices in this policy area, except as noted above.

Superintendent



Date 6/25/08

Board President



Date 6/25/08

# Operations Policy Compliance Monitoring From

## Policy Topic Area - Operational Service Policies

These policies govern, define, limit (summarize the overarching theme of this policy topic) and address such things as (list sub-categories of the topic)

- Accounting Procedures
- Purchased Services
- Safety
- Conservation

**Compliance with these policies indicates what these policies tell you.**

That the district must be fiscally responsible and maintain a safe place for students to be educated and for staff to work

### List of applicable policies in this topic.

- 1:10 – School District Legal Status
- 1:20 – District Organization, Operations, and Cooperative Agreements
- 4:40 – Incurring Debt
- 4:45 – Insufficient Fund Checks
- 4:50 – Payment Procedures
- 4:60 – Purchases and Contracts
- 4:70 – Resource Conservation
- 4:80 – Accounting and Audits
- 4:90 – Student Activity Fund Management
- 4:100 – Insurance Management
- 4:110 – Transportation
- 4:120 – Food Service
- 4:130 – Free and Reduced-Price Food Services
- 4:140 – Waiver of Student Fees
- 4:160 – Hazardous and Infectious Materials
- 4:170 – Safety

***How do we know we are in compliance? In order to monitor progress toward district ends and compliance with written board policy in the above names policy area. The school board requires the following indications and evidence of compliance from the superintendent.***

**What reports, documents, and /or other information does the Board currently**

# Operations Policy Compliance Monitoring From

## Policy Topic Area - Operational Service Policies

receive that provides information about compliance with this policy topics?

- Audit Report; ref 4:80
- Fund Balance Report; ref 4:50
- General Ledger – approval of all bills; ref 4:50, 5:60
- Annual Summary of all receipts to expenditures of the funds; ref 4:50
- Budget w/ Contract and agreements form attached; ref 4:60
- Budget at a Glance; ref 4:60

What, if any, additional information does the Board want that would provide information about compliance with this policy topic?

- Joint Programs / Intergovernmental Agreements Report, ref 1:20
- Financial Trends over time; ref 4:80, 4:30; 4:60
- Investment Report; ref 4:30
- % to Plan / Revenue / Expense; ref 4:60
- Certified Transportation Report; ref 4:110
- # students free lunches / Waiver fee; ref 4:130

The District is not in compliance with the following policies in this area as demonstrated below.

Recommendations:

Timeline for achieving compliance: \_\_\_\_\_.

## Operations Policy Compliance Monitoring From

I hereby certify that to the best of my knowledge the district is in compliance with all polices in this policy area, except as noted above.

Superintendent

*Joan Van Delt*

Date 6/25/08

Board President

*Ronald Wilkins*

Date 6/25/08

# Operations Policy Compliance Monitoring From

## **Policy Topic Area - Personnel Policies**

**These policies govern, define, limit (summarize the overarching theme of this policy topic) and address such things as (list sub-categories of the topic)**

- Administrative duties and responsibilities
- Employee relations

**Compliance with these policies indicates what these policies tell you.**

That all employees are treated with respect and the district maintains a work environment in compliance with board's goal to foster a highly-qualified, high-performance team.

### **List of applicable policies in this topic.**

3:30 – Chain of Command  
3:50 – Administrative Personnel Other than the Superintendent  
3:60 – Administrative Responsibilities of the Building Principal  
3:70 – Succession of Authority  
5:10 – Equal Employment Opportunity and Minority Recruitment  
5:20 – Sexual Harassment  
5:30 – Hiring Process and Criteria  
5:35 – Compliance with the Fair Labor Standards Act  
5:40 – Communicable and Chronic Infectious Disease  
5:50 – Drug and Alcohol-free Workplace  
5:60 – Expenses  
5:80 – Jury Duty  
5:90 – Abused and Neglected Child Reporting  
5:110 – Recognition of Service  
5:120 – Ethics  
5:140 – Solicitations By or From Staff  
5:150 – Personnel Records  
5:160 – Release of Credit Information  
5:170 – Copyright for Publication or Sale of Instructional Materials  
5:180 – Temporary Illness or Temporary Incapacity  
5:185 – Family and Medical Leave  
5:190 – Teacher Qualifications  
5:200 – Terms and Conditions of Employment and Dismissal

# Operations Policy Compliance Monitoring From

## **Policy Topic Area - Personnel Policies**

- 5:210 – Resignations
- 5:220 – Substitute Teachers
- 5:230 – Maintaining Student Discipline
- 5:240 – Suspension
- 5:250 – Leaves of Absence
- 5:260 – Student Teachers
- 5:270 – Employment at Will, Compensation and Assignment
- 5:280 – Duties and Qualifications
- 5:290 – Employment Termination and Suspensions
- 5:300 – Schedules and Employment Year
- 5:310 – Compensatory Time-Off
- 5:320 – Evaluation
- 5:330 – Sick Days, Vacation, Holidays, and Leaves

***How do we know we are in compliance? In order to monitor progress toward district ends and compliance with written board policy in the above names policy area. The school board requires the following indications and evidence of compliance from the superintendent.***

**What reports, documents, and /or other information does the Board currently receive that provides information about compliance with this policy topics?**

- Job Descriptions/Organizational Chart; ref 3:50
- Employee recognition; ref 5:110
- Salary compensation; ref 5:280
- RIF Recommendations; ref 5:270
- Annual Staff Recognition; ref 5:110
- Personnel report; ref 5:200, 5:210, 5:240, 5:250, 5:270, 5:290

**What, if any, additional information does the Board want that would provide information about compliance with this policy topic?**

- Succession plan(Note: Succession Plan is in the crisis plan); ref 3:10
- Claims report for Discrimination / Sexual harassment; ref 5:20
- Teacher / Staff qualification; ref 5:190, 5:280

# Operations Policy Compliance Monitoring Form

The District is not in compliance with the following policies in this area as demonstrated below.

Recommendations:

Timeline for achieving compliance: \_\_\_\_\_.

I hereby certify that to the best of my knowledge the district is in compliance with all policies in this policy area, except as noted above.

Superintendent *John Van Delt* Date June 25, 2008

Board President *Ronald Weber* Date June 25, 2008

# Operations Policy Compliance Monitoring From

## Policy Topic Area -Student Policies

**These policies govern, define, limit (summarize the overarching theme of this policy topic) and address such things as (list sub-categories of the topic)**

- Equal Opportunity
- Student and Family Privacy Rights
- Admissions, residency, Attendance, Conduct, Discipline

**Compliance with these policies indicates what these policies tell you.**

That students have rights and responsibilities in maintaining an environment conducive to receiving a quality education

### **List of applicable policies in this topic.**

- 7:10 – Equal Educational Opportunities
- 7:15 – Student and Family Privacy Rights
- 7:20 – Harassment of Students Prohibited
- 7:30 – Student Assignment and Intra-District Transfer
- 7:40 – Nonpublic School Students
- 7:50 – School Admissions and Student Transfers
- 7:60 – Residency
- 7:70 – Attendance and Truancy
- 7:80 – Release Time for Religious Instruction/Observance
- 7:90 – Release During School Hours
- 7:100 – Health and Dental Examination
- 7:130 – Student Rights and Responsibilities
- 7:140 – Search and Seizure
- 7:150 – Agency and Police Interviews
- 7:160 – Student Appearance
- 7:170 – Vandalism
- 7:190 – Student Discipline
- 7:200 – Suspension Procedures
- 7:210 – Expulsion Procedures
- 7:220 – Bus Conduct
- 7:230 – Misconduct by Students with Disabilities
- 7:240 – Conduct Code for Participants in Extracurricular Activities
- 7:250 – Student Support Services
- 7:260 – Exemption from Physical Activity

# Operations Policy Compliance Monitoring From

## **Policy Topic Area -Student Policies**

- 7:270 – Administering Medicines to Students
- 7:280 – Communicable and Chronic Infectious Disease
- 7:300 – Extracurricular Athletics
- 7:310 – Publications
- 7:325 – Student Fund-Raising Activities
- 7:340 – Student Records

***How do we know we are in compliance? In order to monitor progress toward district ends and compliance with written board policy in the above names policy area. The school board requires the following indications and evidence of compliance from the superintendent.***

**What reports, documents, and /or other information does the Board currently receive that provides information about compliance with this policy topics?**

- Monthly Suspension Report; ref 7:190, 7:200
- Student enrollment; ref 7:70
- Student Handbook; ref 7:15, 7:20, 7:190, 7:240

**What, if any, additional information does the Board want that would provide information about compliance with this policy topic?**

- Monthly student attendance; ref 7:70
- Coordinator and Complaint Manager; 7:10, 7:15, 7:20
- School Boundaries; ref 7:30
- Learning Objectives for extra-curricular activities; ref 6:190, 7:300

**The District is not in compliance with the following policies in this area as demonstrated below.**

**Recommendations:**

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Timeline for achieving compliance: \_\_\_\_\_.

I hereby certify that to the best of my knowledge the district is in compliance with all polices in this policy area, except as noted above.

Superintendent *John J. Pelt*

Date 6/25/08

Board President *Ronald Walters*

Date 6/25/08