

## **POLICY 9365 PROCEDURES**

### **Academic Program**

Accordingly, the Superintendent will:

1. Develop and implement an academic program that is research-based, provides access and challenge for all, is complete, is culturally responsive, comprehensively uses resources, encourages innovation and considers class size and organization, as evidenced by:
  - a. Selecting and implementing programs based on thorough analysis of research data;
  - b. Providing for appropriate differentiation of instruction within adopted curriculum to ensure that all students learn;
  - c. Ensuring that all students are provided fair and equitable access to district programs and learning opportunities;
  - d. Ensuring a well-rounded and comprehensive academic and co-curricular program;
  - e. Appropriately using expert resources to develop the curriculum; and
  - f. Consider class size and organization as important components of the education program.
2. Ensure that sufficient professional learning opportunities are provided to faculty that teaches the adopted curriculum by ensuring that curriculum is standardized and aligned between all grade levels and buildings.
3. Ensure that the regular monitoring and evaluation of the academic program and make appropriate modifications in practice and content, as evidenced by:
  - a. Ensuring/prioritizing adequate and appropriate instructional time for all students in the core content areas;
  - b. Tracking students who do not meet grade level standards in reading, writing, and/or math;
4. Report to the Board (and provide sufficient advance notice to the public on) significant changes, deletions or addition or programs and courses of study.

### **Academic Standards and Practices**

Accordingly, the Superintendent will:

1. Implement rigorous academic content standards that reflect research based “best practices”;
2. Ensure that the district works with staff, parents, students, appropriate elements of the community, and others to review and revise content standards to ensure maximum and continuing effectiveness;
3. Develop assessments that will adequately measure each student’s progress toward achieving the State standards;
4. Ensure the parents are kept informed of current student progress toward achieving State standards and how such progress is measured;
5. Ensure that all GFSD secondary students have an educational plan for their High School experience and for the year following graduation;
6. Ensure that all GFSD students demonstrate through a culminating project their abilities of academic and work competency.
7. Ensure that there are a reasonable amount of electives available for students of various interests.

### **Asset Protection**

Accordingly, the Superintendent will:

1. Ensure that the District operations follow best practices, as defined by risk management policies and procedures;
2. Obtain insurance coverage against theft, casualty, and liability losses in accordance with Risk Management Pool directions;
3. Take steps to ensure that a program of preventative maintenance is in place for all district facilities and equipment;

4. Conduct energy assessments and make modifications when needed for energy savings;
5. Implement procedures to protect information, records, and files from loss or damage;
6. Seek Board approval prior to acquiring, encumbering or disposing of real property.

### **Athletics and Extracurricular Activities**

Accordingly, The Superintendent will:

1. Ensure that all coaches and advisors are trained in the activity they are supervising and that all necessary steps are taken to reasonably protect students while participating in the activity.
2. Ensure that students are supervised by an adult coach or assigned advisor during the activity and during transportation to and from the activity.
3. Ensure that an assigned administrator/teacher is available to supervise the gym/field/classroom during and after the activity.
4. Recommend for hire coaches/teachers/advisor who have a solid understanding of working with students in the age group of the activity, and who have a strong demonstrated fundamental understanding of the sport or activity.
5. All coaches and activity supervisors and advisors shall have a yearly review of their program, along with plans of improvement.

### **Budget Execution**

Accordingly, the Superintendent will:

1. Expend funds as budgeted unless authorized by the Board through utilization of available reserves or unless resources are made available through other legal means;
2. Maintain and protect the minimum maintenance of the year-end general fund balance as budgeted;
3. Settle payroll and debts in a timely manner;
4. Ensure that reports or filings required by any state or federal agency are filed accurately and on a timely basis;
5. Assist with the annual audit of all district funds and accounts;
6. Aggressively pursue receivables after a reasonable grace period;
7. Keep complete and accurate financial records by funds and accounts;
8. Publish a financial condition statement annually as a part of the district's annual report to the public.
9. Ensure that the long-term facility plan is followed as adapted by the Board, which is reviewed annually.

### **Budget Planning**

Accordingly, the Superintendent will present to the Board a recommended budget which:

1. Maintains consistent with the Board's established priorities;
2. Presents a comprehensive summary format understandable to the Board and community;
3. Adequately describes major budget initiatives and funding sources;
4. Provides a comparative budget and forecast for each major fund type and activity, the amount of actual expenditures for the most recently closed fiscal year, budgeted expenditures for the current fiscal year, and proposed budget expenditures for the next fiscal year;
5. Discloses major budget development assumptions, including anticipated change in state funding and enrolment;
6. Plans for the expenditure in any fiscal year of less funds than are conservatively projected to be received or appropriated during the year unless otherwise approved by the Board in a multi-year projection;
7. Maintains a minimum target goal for the general fund balance, for any fiscal year, of no less than 5.0% of total expenditures; unless approved by Board;
8. Provides adequate and reasonable budget support for Board development and other governance priorities, including costs of fiscal audits, Board and committee meetings, Board memberships and district legal fees;

9. Takes into consideration fiscal soundness in future years or allowing for the building of organizational capabilities sufficient to achieve district needs in future years;
10. Reflects anticipated changes in employee compensation including inflationary adjustments, step increases, and benefits.

### **Communication and Counsel with the Board**

Accordingly, the Superintendent will:

1. Provide regular monitoring data to the Board in a timely, accurate, and understandable fashion;
2. Identify reports required by State and Federal agencies; and ensure timely and accurate completion of same;
3. Advise the Board in a timely manner of relevant trends, facts, information, and legal proceedings, anticipated significant media coverage, and changes in assumptions upon which Board policy has been established;
4. Advise the Board of changes which reasonably could be expected to substantially affect the District's financial condition;
5. Provide for the Board as many staff and external points of view and opinions as needed for fully informed Board decisions;
6. Ensure that newly hired key administrators participate in a district orientation, and provide an opportunity at the Board's discretion for departing key administrators to participate in an exit briefing, with the Board;
7. Advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies;
8. Work with the Board as a whole except when communicating with the Chair as they fulfill their required duties;
9. Supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with supporting data necessary to keep the Board informed;
10. Contact the Board as soon as reasonably possible in the event of:
  - a. Any significant injury or death of staff or student;
  - b. Significant damage to school property;
  - c. Credible threat against the school or students that could result in public concern.

### **Communication with the Public**

1. Community/Public Relations. The Superintendent shall prepare and execute a community/public relation's plan that does the following:
  - a. Establishes and maintains strong links with community support groups and key communicators to ensure they are kept informed and are predisposed to provide support within the community on critical district issues;
  - b. Uses multiple media resources including the Districts website to connect with the community and provide essential information, to include:
    - i. The current year's schedule and location of Board meetings, and the meeting agenda before each scheduled Board meeting;
    - ii. Approved Board meeting minutes;
    - iii. Current governance policies and district policies/procedures, and
    - iv. Contact information for all elected and appointed district officials.
  - c. Promotes and enhances the role and public profile of the Board as the district's principal connection with the community, and the community's voice in governing the district;
    - i. Inform the Board of opportunities for participation in and/or attendance at school events.
    - ii. Provide opportunities for the Board to act as advocates, askers and ambassadors during school activities and functions.
2. Annual District Report. The Superintendent shall publish an annual school report to the community. The report shall include district progress reports, information about school and district strategies with the intention to address achievement goals and highlight areas of significant accomplishment.

3. Strategic Plan. The Superintendent shall communicate a district strategic plan, describing the district goals and major programs designed to achieve them, and will ensure that the plan is consistently reviewed and updated as appropriate.

### **District Calendar**

Accordingly, the Superintendent will:

1. Provide a copy of the calendar to all parents/guardians of students enrolled in district schools;
2. Ensure that any changes in the calendar, except for emergency closings or other unforeseen circumstances, be preceded by adequate and timely notice to students, parents, and staff;
3. Maintain a reasonable balance between the instructional needs and the extracurricular involvement of students;
4. Ensure that no district activities are scheduled on Board nights, with the exception of athletic events which involve other school districts;
5. Ensure that no school activities are scheduled on graduation night;
6. Appropriately involve parents and staff in preparation of the calendar;
7. Prepare a calendar that maximizes instructional time.

### **Facilities Management**

Therefore, the Superintendent will:

1. Review annually with the Board of Directors the long-term facilities plan and review and update the plan as directed by the Board of Directors.
2. Ensure that actions taken are consistent with voter-approved building and renovation projects, state law, state regulations, procurement code and all building codes.

### **Instructional Materials Selection**

Accordingly, the Superintendent will:

1. Ensure appropriate input from students, parents, teachers, administrators, and other staff members involved in developing and selecting the educational program;
2. Ensure that materials meet a significant amount State standards limiting the need for supplemental instructional materials.
3. Address age-appropriateness in the use of instructional materials, to include Internet, video's, DVD's and CD's.
4. Ensure sufficient instructional materials to support student needs or to adjust to changes in enrollment;
5. Conduct a systematic review of materials on a scheduled basis.

### **Student Conduct and Discipline**

Accordingly, the Superintendent will:

1. Establish, update and maintain, an age-appropriate, written student conduct and discipline code that complies with State and Federal laws.
  - a. Consult with staff, students, parents and the community on code;
  - b. Establish procedures to prohibit the use of drugs, alcohol, or tobacco products on school property, at school sponsored events, and on school buses;
  - c. Establish procedures to prohibit the presence of firearms and or other items which can be used as a dangerous weapon on school property, at school sponsored events, and on school buses;
  - d. Establish and ensure enforcement of an age-appropriate dress code;
  - e. Establish procedures to afford students, parents, and school personnel equitable treatment and due process with regard to student conduct and discipline issues;

- f. Establish procedures for student interrogations and searches, and assure they meet State and Federal regulations;
  - g. Establish and maintain procedures for written appeal to the Board from decision to expel, suspend or deny admission to a student;
  - h. Ensure distribution of the discipline and conduct code to each student;
  - i. Distribute to each student copies of any significant changes in the code, to include changes at the school level.
2. Ensure that the codes are enforced, by ensuring that district personnel:
    - a. Take appropriate measures to eliminate student behavior that is deemed to be habitually disruptive of school operations or the learning process;
    - b. Identify students at risk of failure due to their conduct, and to provide interventions to help them avoid such failure;
    - c. Discipline special education students in accordance with each student's IEP;
    - d. Ensure that appropriate disciplinary information is communicated to staff members who have direct contact with student's being disciplined;
    - e. Develop and monitor effectiveness of harassment and bullying procedures and policies.
  3. Develop and maintain a safe, civil and supportive school environment as evidenced by climate data including infractions and consequences, disaggregating the data by population demographics (gender, ethnic group, etc.)
    - a. Provide annual climate data reports to the Board.

### **Treatment of Parents, Students, and the Public**

Accordingly, the Superintendent will:

1. Use methods of managing that protect confidential student information;
2. Provide annual training to all staff on District policies regarding teacher/student relationships and District expectations;
3. Provide for effective handling of complaints;
4. Appropriately involve stakeholders in an advisory capacity in important issues which impact them directly;
5. Take reasonable steps to inform stakeholders of any new or updated policies and procedures that will impact them;
6. Offer a nutritious school breakfast/lunch program, which incorporates federal/state guidelines and includes age-appropriate measures to encourage healthy eating habits;
7. Facilitate orderly and appropriate public access to the Board, and to ensure timely and appropriate follow-up in response to expressed public input and inquiries;
8. Provide multiple methods for sharing public information, including but not exclusively through: social media, print media, phone calls, flyers, and school marquees. Information should be provided in additional languages were possible if a significant amount of families being served are unable to read and understand English.
9. All public requests for information should be provided to them following the State Laws and Statutes.
10. Establish a key-community stakeholder coalition to provide feedback to the District and a two-way communication.

### **Treatment of Staff**

Accordingly, the superintendent will:

1. Establish and maintain a working environment for staff that is safe, civil and conducive to teaching and learning;
2. Ensure that reasonable background checks and inquiries are made prior to recommended hiring of personnel or approving the use of all volunteers;
3. Recommend only highly qualified candidates to the Board for approval of staff appointment and actively implement the district's affirmative action plan;
4. Operate with written personnel policies which:

- a. Clarify personnel rules and procedures for staff;
  - b. Provide for effective handling of grievances;
  - c. Include adequate job descriptions for all staff positions;
  - d. Ensure all staff receive annual evaluations;
  - e. Protect against discrimination, harassment, or other mistreatment.
5. Encourage employees to grieve to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated;
  6. Protect confidential information;
  7. Ensure that all staff is informed annually of the provisions of this policy.