



Shoreham- Wading River Central School District

Policy Manual Review Update

October 12, 2021



Need for Essential Policy Manual Development

- The last full policy review in SWRCSD was in 2009. Although a set of policies are reviewed and adopted every year. A full policy review should be conducted every 5-7 years. The District is utilizing the support the New York State School Board Association to conduct this work. (*NYSSBA Essential Policy Manual Development and Update Service*)
- The codification and consolidation of our current policy manual will reduce the redundancy, increase accuracy in law and regulation, and will create a manual that will efficiently meet the needs of the district. It will be easier for the community to reference.
- NYSSBA's policies are current and consistent with NYS law and regulation
- For every one essential NYSSBA policy, there are approximately three corresponding district policies .
- NYSSBA is compatible with Board Docs.



Policy Development

- The development, review and adoption of policies of the SWRCSD is a chief function of the Board of Education.
- School policies are put in place to guide the day-to-day functioning of the school as well as to make it a safe and an effective place for learning to occur.
- Policies fall under several different categories:
 - **Required Policies:** Explicitly required under state or federal law.
 - **Local Policies:** Codifies Board action on matters exclusively within the Board's discretion and reflects unique district approaches.
 - **Notice Policies:** Designated to ensure the Board, administration, staff, students, and public are aware of statutory or regulatory responsibilities.
- The BOE has a Policy Committee which is meeting bi-weekly this year.
- The SWRCSD policy review process is supported by administration and the District clerk.



Current Process of Policy Development

- The District has received an analysis of which NYSSBA policies correspond with our current district manual policies. NYSSBA sends the Board of Education sample policies by category.
- The BOE Policy Committee reviews the current District policies in comparison to the recommended corresponding NYSSBA policies and makes recommendations to the larger BOE. It is anticipated that the majority of changes will be related to consolidation and renumbering. There may be new policies deemed important for the District and there may be some current policies that may no longer be necessary.
- Once an entire category has gone through the revision process with the BOE Policy Committee, the category will be brought to the Board for adoption(First Read/Second Read).
- When adopting the new NYSSBA aligned policies(numbering), the SWR District policies will either be renumbered to match NYSSBA's numbering system, or be abolished in the district manual and a note will be placed for re-direction to Board Docs where the newly adopted policy(new number) will reside.



Category Comparison

NYSSBA Categories

- 0000 Philosophy, Goals, and Objectives
- 1000 Community Relations
- 2000 School Board Governance and Operations
- 3000 Administration
- 4000 Instructional
- 5000 Students
- 6000 Fiscal Management
- 7000 Facilities Development
- 8000 Support Services
- 9000 Personnel

District Categories

- 1000 By-laws
- 2000 Internal Operations
- 3000 Community Relations
- 4000 Administration
- 5000 Non-Instructional/ Business Operations
- 6000 Personnel
- 7000 Students
- 8000 Instruction



Example of Corresponding Policies

NYSSBA Policy	District Policy
2210 Board Organizational Meeting	1610, 1620
2220 Board Officers	1321, 1322
2230 Appointed Board Officials	1330, 1331, 1332
2240 Board-Superintendent Relationship	4320
2250 Board Committees	2210, 4250
2260 Citizens Advisory Committees	2210
2270 School Attorney	1337
2310 Regular Meetings	1510
2320 Special Meetings	1520
2330 Executive Sessions	1540, 1730



Summary of BOE Committee 0000 Policy Work to Date



The BOE Policy Committee is currently working on the 0000 section: Philosophy, Goals, Objectives.

- Trustee Access:
 - To access the ongoing draft work of the Policy Committee, log into Board Docs, go to Policy Committee, then to Active Meetings - View Minutes.
 - To view the draft policies, go to Policy Committee, policies, draft and choose 0000
 - Changes to NYSSBA samples are noted



0000 Policies

Revised Policy Number	Replaced/New
0000: Mission, Vision, and Values Statement	New
0100: Non-Discrimination, Anti-Harassment, and Equal Opportunity	Replace and incorporate current policies: #3160, #3170, #3420, #6120
0100-R: Non-Discrimination, Anti-Harassment, and Equal Opportunity Regulation	New
0101: Gender Neutral Single-Occupancy Bathrooms	Renumber from #5633
0110: Sexual Harassment	New
0110.1: Sexual Harassment of Students	Renumber from #7551
0300: Accountability	New
0310: Board Self-Evaluation	Replace #2340



0000 Policies(cont.)

Revised Policy Number	Replaced/New
0110.2: Sexual Harassment of Employees	Renumber from #6121
0115: Student Harassment and Bullying Prevention and Intervention	Replace #7552, #7553
0115-E: Student Harassment and Bullying Prevention and Intervention Form	New
0115-R: Student Harassment and Bullying Prevention and Intervention Regulation	New
0150: HIV/AIDS	Replace #5692
0151: Communicable Diseases	Renumber from #5691
0152: Exposure Control Program	Renumber from #5690



0000: Mission, Statement and Vision

- The current SWR Policy Manual does not contain a policy to reflect the District's Mission, Vision and Value Statement.
- This would be a new adopted policy explaining the purpose of a Mission, Vision and Value Statement, and the title would change to "Mission, Vision and Value."



0100: Non-Discrimination, Anti-Harassment, and Equal Opportunity

- This policy would combine and replace the current SWR Policies #3160: School District Standards and Guidelines for Webpage Publishing; #3170: Website Accessibility; #3420: Non-Discrimination and Anti-Harassment in the District; #6120: Equal Employment Opportunity; and #8130: Equal Educational Opportunities.
- The title of the policy has been changed to include “Anti-Harassment” and will include excerpts from district policies #3420, #6120, and #8130 which are relevant in making this policy specific to the needs of the district. Policies #3160 and #3170 will be abolished upon the adoption of this policy.
- It was also recommended by NYSSBA to adopt the following regulations to provide further information and back up to this policy: 0100-R: Non-Discrimination, Anti-Harassment, and Equal Opportunity Regulation

REQUIRED



0101: Gender Neutral Single-Occupancy Bathrooms

- This policy was required in the 2020-2021 school year. It was reviewed by the Policy Committee and was adopted as “Policy #5633: All Gender Restrooms” to fit into the current SWR Policy Manual.
- It is recommended that the number be changed back to 0101; being re-titled and keeping as close to NYSSBA language as possible in order to maintain accuracy with required. **REQUIRED**



0110: Sexual Harassment

- This would be a new policy which provides a brief general introductory statement about sexual harassment.
- The policy would be backed up by two associated policies: 0110.1: Sexual Harassment of Students (#7551 in the SWR Policy Manual) 0110.2: Sexual Harassment of Employees (#6121 in the SWR Policy Manual)
- It is recommended that the two sub-policy numbers would be changed to match NYSSBA's policy numbering system.



0115: Student Harassment and Bullying Prevention and Intervention

- This policy is required and would combine and replace the current SWR Policies #7552: Hazing of Students, and #7553 Dignity for All Students.
- Within this new policy, it is recommended that the district establish a district-wide task force on bullying prevention as well as bullying prevention committees in each school.
- It was also recommended by NYSSBA to adopt the following exhibit and regulations to provide further information and back up to this policy: 0115-E: Student Bullying and Harassment Complaint Form
0115-R: Student Harassment and Bullying Prevention and Intervention Regulation



0150: HIV/AIDS

- This policy would combine and replace the current SWR Policy #5692: Human Immunodeficiency Virus (HIV) Related Illness.
- The SWR policy has not been revised since 2009 and it is suggested that the NYSSBA policy is more current and gives better detail to the rights of students and staff.
- The NYSSBA policy was created based on a policy developed by the NYS HIV/AIDS Prevention/Education Program.



0151: Communicable Diseases

- This policy is the same as the SWR Policy #5691: Communicable Diseases; however, it would be renumbered to match the NYSSBA policy numbering system as it is related to Policy #0150: HIV/AIDS



0152: Exposure Control Program

- This policy is the same as the SWR Policy #5690: Exposure Control Program; however, it would be renumbered to match the NYSSBA policy numbering system as it is related to Policy #0150: HIV/AIDS



0300: Accountability

- This policy is a local policy which states the obligations of the Board of Education. The Current SWR Policy Manual does not contain a policy for Board Accountability; thus this would be a new policy to adopt.



0310: Board Self-Evaluation

- This policy would replace the current SWR Policy #2340: Board Self-Evaluation.
- The current SWR policy has not been revised since 2009 and it is suggested that the NYSSBA policy be adopted to replace it since it is more current and gives better detail of the process for Board self-evaluations.



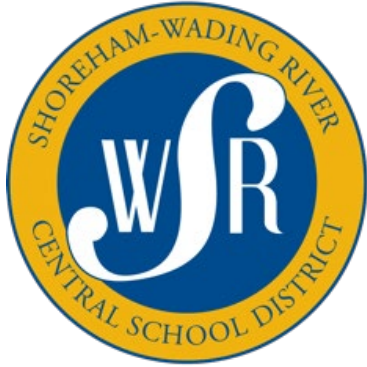
0320: Evaluation of Superintendent

- This policy would replace the current SWR Policy #4260: Evaluation of the Superintendent and Other Administrative Staff.
- The current SWR policy has not been revised since 2009 and it is suggested that the NYSSBA policy be adopted to replace it since it is more current and gives better detail of the process and purpose of the Superintendent's evaluation.



Note: Cross-References

- There was discussion on the topic of keeping cross-references for each policy in the new policy manual. Since the policy manual is an extensive process and would take a few years to accomplish, the cross-references might change over that time.
- The BOE committee decided that the cross-references will be taken out of the policies until the completion of the entire manual, at which point the cross-references can be placed back more accurately.



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