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BOARD OF EDUCATION

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NEW YORK STATE EDUCATIONAL ORGANIZATION A111

NORWICH CITY SCHOOLS
Board Policy

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GENERAL

The Board of Education is the educational authority for the City School District of Norwich. It is the legal representative not only for the City School District, but also of the people through the State Department of Education. The broad powers of the Board are derived from the State Constitution, the Laws of New York State and the consent of the people of the City School District. In exercising its responsibility, the Board aims to provide the best possible education for the people of the district. It is mindful of the fact that education is a process of growth and will act with diligence in providing a stimulating program in order to further the development of all.

As provided by law, the Board of Education shall have the power and it shall be its duty to provide the necessary buildings, furniture, equipment and conditions for an efficient program of the public schools for the City School District. It shall be responsible for: the proper care, extension, upkeep, and safety of same, employment of necessary administrative, supervisory, teaching and non-teaching personnel and prescription of rules and regulations for same. The Board shall also make provisions as may seem necessary for an efficient and satisfactory system of public education as provided by Education Law and amendments.

Handbooks containing detailed information concerning school regulations, duties of administrators, teachers and non-teaching personnel are available in the Office of the Superintendent of Schools.

It shall be the policy of the Norwich Board of Education to conform to all practices of the New York State Education Law in respect to all affairs, including school elections, registration, requirements of voters' qualifications, annual public budget meeting and regular public Board meetings. (Ed. Law 1709). Robert's Rules of Order is the accepted parliamentary authority.

In conformity with the New York State School Boards Association, the Norwich School Board policy shall be non-political. It is the practice for Board members and candidates for positions on the Norwich Board of Education to abstain from partisan activities in School Board elections.

The educational program is the concern of all persons in the district. This concept justifies the widest possible participation in the development of the educational program by members of the staff and citizens of the community. It goes beyond the minimum democratic provisions of New York State Education Law. It rests on the belief that the educational program should have the benefit of the best thinking of all who will concern themselves with it.

Educational choices should be made from the best available. A constant search for the best available practices and programs shall be maintained by the Board of Education and school district staff. This concept can only be achieved by a wide dissemination of accurate information concerning the local schools and active participation in such horizon-broadening organizations as School Boards Association, institutes, and regional school study councils. Close cooperation with other school districts for mutual exchange of effective ideas is a primary duty.

Policy adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

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A101

OFFICIAL TITLE OF THE SCHOOL DISTRICT

In accordance with the Education Law, the legal name of the school district shall be “City School District of the City of Norwich”.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A102.1

A102.1

NUMBER OF BOARD MEMBERS

The Board of Education shall consist of seven members.

Policy Adopted: November 20, 1972

Policy Amended: December 3, 2001

Policy Amended: July 10, 2006

NORWICH CITY SCHOOLS
Board Policy

A102.2

A102.2

QUALIFICATIONS OF MEMBERS

Only qualified voters of the City School District who have been residents of such district for a period of at least one year immediately preceding the date of election are eligible for the office of member of the Board of Education. No person shall hold at the same time the office of member of the Board of Education and any city office other than as a policeman or fireman.

Each candidate shall be nominated by petitions directed to the Board of Education and signed by at least one hundred persons qualified to vote at school elections in such district. Such petitions shall contain the name and resident of the candidates and shall be filed with the Clerk of the Board of Edition on or before the twentieth day preceding the day of the annual election. The Clerk shall refuse to accept petitions signed by an insufficient number of qualified voters or petitions which are not timely.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A102.3

A102.3

TERM OF OFFICE

The term of office for members of the Board of Education shall be three years and elections will be staggered. Exceptions to such staggered elections may be made in the case of unexpired seats on the Board in accordance with Education Law.

Policy Adopted: March 21, 1977

NORWICH CITY SCHOOLS
Board Policy

A102.4

A102.4

VACANCIES ON BOARD

Vacancies on the Board of Education are created by public refusal to serve, resignation, neglect to attend three successive meetings without valid excuse, death, removal from the City School District, or by the Office of the Commissioner of Education. Board member resignations will be made in writing to be effective not more than 30 days subsequent to Board action.

A vacancy on the Board may be left vacant until the next school election; filled by majority vote of the remaining Board members; or filled by Special Election.

If filled by appointment, the appointee will serve until the next annual school election. If filled by Special Election, the elected individual will serve the unexpired term of the individual he/she is replacing.

Policy Adopted: November 20, 1972

Policy Amended: February 24, 1997

NORWICH CITY SCHOOLS
Board Policy

A102.5

A102.5

AUTHORITY OF MEMBERS

The Board of Education of the City of Norwich is a corporate body. Educational affairs of the city school system shall be under its general management and control.

Board Power is Corporate Power. Authority lies with the Board as a whole. The representative nature of the Board has meaning only when the whole Board decides upon issues. Individual members or standing committees are not cloaked with the representative quality which justifies the acts of the Board. In other words, action must be by the Board as a whole and not by individual members. It is the practice of the individual members of the Board to cooperate in all matters relating to the operation of the Norwich School System and to abide by and make themselves available as resource persons upon demand. No individual has authority in school matters as an individual.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A102.6

A102.6

COMPENSATION OF MEMBERS

Board members are not salaried.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A102.7

A102.7

PAYMENT OF EXPENSES

Expenses for conference and meeting registrations and other reasonable expenditures made by members of the Board of Education in the fulfillment of their responsibilities may be a charge against the District. Such expenditures shall be approved by the Board of Education.

Policy Adopted: November 20, 1972

Policy Amended: June 21, 1982

NORWICH CITY SCHOOLS
Board Policy

A102.8

A102.8

ANNUAL DISTRICT MEETING & SCHOOL ELECTION

The Annual School Election shall be held on the third Tuesday in May. However, if the Commissioner of Education, at the request of the local school board, certifies that a conflict exists due to religious observances on that day, the annual district meeting and election may be held on the second Tuesday in May. The Election shall take place in such election districts and sites as established by the Board. Polls shall be open from 12 noon until 9:00 P.M. Notice of the Election shall be published in the official school district newspaper.

Policy Adopted: November 20, 1972

Policy Amended: June 21, 1982

Policy Amended: February 24, 1997

Policy Amended: June 15, 1998

NORWICH CITY SCHOOLS
Board Policy

A102.9

A102.9

ORIENTATION FOR NEW MEMBERS

It shall be the responsibility of the Board of Education to provide orientation and assistance to new Board members to enable them to become knowledgeable in the operation of the Board of Education and their responsibilities as members.

Policy Adopted: March 19, 1979

NORWICH CITY SCHOOLS
Board Policy

A103.1

A103.1

OFFICERS OF THE BOARD

Officers of the Board of Education shall be President and Vice President, elected at the Annual Meeting of the Board of Education.

Policy Adopted: November 20, 1972

Policy Amended: June 21, 1982

NORWICH CITY SCHOOLS
Board Policy

A104.1

A104.1

DUTIES OF BOARD OF EDUCATION MEMBERS

1. Select, supervise and establish policies for the Superintendent.
2. Become familiar with policies, goals, finance, educational methods and procedures of the district.
3. Maintain confidentiality of privileged information.
4. Take official action only in public session.
5. Regularly attend Board and Committee meetings unless excused by the Board.
6. Participate in as many District, State and other meetings as possible.
7. Become informed on local, State and National Educational issues, programs and philosophies.
8. Comply with State and Federal regulations pertaining to education.
9. Support actions of the Board established by majority vote.
10. Build public support and understanding of the philosophy and goals of the Board.
11. Maintain a positive relationship with the Superintendent, staff and faculty.
12. Focus Board activity on policy, planning and review.

Policy Adopted: June 18, 1979

NORWICH CITY SCHOOLS
Board Policy

A104.2

A104.2

DUTIES OF PRESIDENT AND VICE PRESIDENT

It shall be the duty of the President to preside at all meetings of the Board of Education, to receive all committee reports presented to the Board, to examine all documents on its behalf unless otherwise ordered by the Board, to enforce by-laws and rules of order, and in the absence of a Secretary, to appoint a secretary pro-tempore.

The President will have the right to vote on all matters and take part in the debate at his discretion.

The Vice President, shall, in the absence of the President, assume all duties pertaining to the Office of President.

Policy Adopted: March 19, 1979

NORWICH CITY SCHOOLS
Board Policy

A104.3

A104.3

BOARD RESPONSIBILITY FOR POLICY FORMULATION

The Board of Education has the final responsibility for establishing policies for the district. The development of policy is not, however, a unilateral act. The purpose of providing the best education consistent with the resources of the district is best achieved when the Board, Superintendent, School District staff and interested members of the community participate in the affairs of the district in an atmosphere of understanding, mutual respect, good faith and harmonious interaction.

Policy Adopted: February 21, 1972

Policy Amended: February 13, 1974

NORWICH CITY SCHOOLS
Board Policy

A104.4

A104.4

STATEMENT OF PURPOSE

The purpose of the Norwich City School District Board of Education is to provide an environment, which is safe and conducive to learning by:

- Ensuring the highest possible quality education;
- Setting direction and priorities;
- Establishing and enforcing policies;
- Communicating regularly to schools and community in the most fiscally responsible manner possible.

Policy Adopted: February 22, 1993

Policy Amended: July 10, 2006

NORWICH CITY SCHOOLS
Board Policy

A105.1

A105.1

SCHOOL DISTRICT CLERK

The School District Clerk shall be appointed each year by the Board of Education at the Annual Meeting and shall serve at the pleasure of the Board.

The same person may not hold the office of both Clerk and Treasurer, nor Clerk and Tax Collector; but a member of the Board of Education may be appointed as School District Clerk.

The Clerk shall continue in office until a successor is appointed.

Ref: Education Law 2503, Subdivision 15

Policy Adopted: March 19, 1979

NORWICH CITY SCHOOLS
Board Policy

A105.2

A105.2

SCHOOL DISTRICT TREASURER

The School District Treasurer shall be the chief accounting officer and the custodian of all monies belonging to the district from whatever source derived. The Treasurer shall be appointed at the Annual Meeting of the district and shall hold office at the pleasure of the Board.

The Treasurer of the District may also serve as Tax Collector.

Ref: Education Law 2503, Subdivision 15

Policy Adopted: October 29, 1972

NORWICH CITY SCHOOLS
Board Policy

A105.3

A105.3

SCHOOL DISTRICT TAX COLLECTOR

The Board of Education at its Annual Meeting shall appoint a School District Tax Collector who shall hold the office at the pleasure of the Board. The Board may appoint the School District Treasurer to the Office of Tax Collector. Such Collector shall receive fixed compensation in lieu of a fee.

All tax monies collected will be turned over to the School District Treasurer not later than the business day next following the day of their receipt.

Ref. Education Law 2506

Policy Adopted: October 29, 1974

NORWICH CITY SCHOOLS
Board Policy

A106.1

A106.1

TIME AND PLACE OF MEETINGS

At the Annual Meeting of the Board of Education, the Board shall set the date, time and place of regular Board of Education meetings. Meetings shall be at least monthly.

Policy Adopted: November 20, 1972

Policy Amended: June 21, 1982

NORWICH CITY SCHOOLS
Board Policy

A106.2

A106.2

SPECIAL MEETINGS

A special meeting of the Board of Education may be called by the President of the Board or any member by causing a written notice thereof specifying the subjects of the meeting to be served upon each member personally at least twenty-four hours before the time fixed for such meeting or mailed directly to his/her home seventy-two hours prior to the meeting.

In cases of emergency, the provisions requiring written notice and twenty-four hours notice may be waived and the meeting called by telephone or personal notice. In such instances, members of the Board of Education shall waive, in writing, all provisions for notice.

Further, no business other than that for which the meeting is called shall be transacted, except by unanimous consent of the total membership of the Board of Education.

Policy Adopted: November 20, 1972

Policy Amended: March 21, 1977

Policy Amended: June 21, 1982

NORWICH CITY SCHOOLS
Board Policy

A106.3

A106.3

MEETINGS OPEN TO PUBLIC

All regularly scheduled meetings of the Board of Education, including committee meetings and study sessions, shall be open to the public, and all in attendance will be afforded an opportunity to be heard. Special Meetings of the Board of Education will exclude public discussion.

The Board may hold Executive Sessions during any of the above meetings at which only Board members and persons invited shall be present for the purpose of discussing entrusted information related to personnel, negotiations, recommendations for handicapped students, or other confidential matters as specified by law. An official action by the Board will occur in public sessions.

Policy Adopted: November 20, 1972

Policy Amended: December 20, 1976

Policy Amended: June 21, 1982

Policy Amended: July 10, 2006

Policy Amended: January 6, 2009

NORWICH CITY SCHOOLS
Administrative Guidelines

B106.3

B106.3

MEETINGS OPEN TO PUBLIC

In compliance with the "Open Meeting Law" of 1976, the Board of Education of the City School District of the City of Norwich adopts the following guidelines:

1. Present practices pertaining to the announcement and encouragement of public attendance at regular and special meetings of the Board of Education will be continued. These include notification of the local Radio Station and newspapers of the time and place of the meeting and providing of agendas to the news media and other interested persons prior to the meeting. In addition, public announcements of all meetings will be posted on the bulletin board in the district office.
2. Whereas regular meetings of the Board are scheduled at the Annual Meeting of the Board of Education, special meetings will be scheduled as needed. The same procedures will be followed in the announcing and posting of information about these meetings as applied to regular meetings of the Board.
3. Upon a majority vote of the Board membership, the following matters may be discussed in Executive Session:
 - a. matter which will imperil the public safety if disclosed;
 - b. any matter which may disclose the identity of a law enforcement agent or informer;
 - c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - d. discussions regarding proposed, pending or current litigation;
 - e. collective negotiations pursuant to article fourteen of the civil service law;
 - f. the medical, financial, credit or employment history of any person or corporation, or matters leading to the appointment, employment, promotion, demotion, disciplining, suspension, dismissal or removal of any person or corporation;
 - g. the preparation, grading or administration of examinations; and
 - h. the proposed acquisition, sale or lease of real property, but only when publicity would substantially affect the value of the property.

The Board may enter Executive session by a majority vote of its members from any regular, special or committee meeting of the Board. At the conclusion of the Executive Session, the Board must return to Open Meeting status for the purpose of adjournment.

Guidelines Adopted: December 20, 1976

Guidelines Amended: June 21, 1982

Guidelines Amended: December 3, 2001

Guidelines Amended: February 10, 2004

Guidelines Amended: June 13, 2011

NORWICH CITY SCHOOLS
Board Policy

A106.4

A106.4

ANNUAL REORGANIZATION MEETING

The Annual Reorganization Meeting of the Board of Education shall be held during the first two weeks in the month of July.

Policy Adopted: November 20, 1972

Policy Amended: February 24, 1997

NORWICH CITY SCHOOLS
Board Policy

A106.5

A106.5

MEETING MINUTES

Minutes shall be kept for all regular and special meetings of the Board of Education. Once formally approved by the Board, such minutes shall be made available to any qualified district voter during the normal business day.

Policy Adopted: June 21, 1982

NORWICH CITY SCHOOLS
Board Policy

A106.6

A106.6

SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS

In recognition of the need for continuing in-service training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area, state and national school board associations, as well as in the activities of other educational groups. Board members are encouraged to study and examine materials received from these organizations as well as publications and resources available in the Board's own library.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The Superintendent of Schools will compile, maintain and distribute to each Board member a calendar listing School Board conferences, conventions, and workshops to help the Board decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District.
2. The Board shall, in the first instance, determine which meetings and conferences are appropriate and which, in their best judgment, will benefit the school district.
3. The Superintendent of Schools and/or Board shall authorize attendance at conferences by Board members.
4. The Board will reimburse conference attendees for reasonable and necessary expenses not paid for directly by the district; for example, travel, hotel, meals, registration. Refer also to A207.7.
5. Board members may receive cash advances and/or pre-payment for conference attendance in accordance with district regulations and procedures. Refer also to Board Policy A207.6.
6. When any Board member attends a conference, convention, or workshop, the member will be requested to share information, recommendations, and materials acquired at the meeting.

Policy Adopted: March 21, 2006

Policy Amended:

NORWICH CITY SCHOOLS
Board Policy

A107.1

A107.1

ORDER OF BUSINESS AND RULES OF ORDER

The President of the Board and Superintendent shall prepare an agenda for each meeting; notice of business to be presented by the Board members or others shall be presented to the President or Superintendent at least five days before a meeting. Items may be added to the agenda on the evening of a regular meeting.

Robert's Rules of Order shall be the accepted parliamentary authority.

All business shall be brought before the Board by motion, all motions require a second. When requested by a member, a motion shall be in writing.

A roll call vote shall be taken and recorded in the minutes of the Board upon any question when requested by a Board member.

Policy Adopted: November 20, 1972

Policy Amended: June 21, 1982

NORWICH CITY SCHOOLS
Board Policy

A107.2

A107.2

QUORUM

A majority of the Board (four members) shall constitute a quorum for the transaction of business.

Policy Adopted: November 20, 1972

Policy Amended: December 3, 2001

NORWICH CITY SCHOOLS
Board Policy

A107.3

A107.3

COMMITTEES OF THE BOARD

The President of the Board of Education shall appoint all standing committees and any special committees needed. Standing committees will be designated by the President at the beginning of each fiscal year subject to approval by the Board.

It shall be the responsibility of the President to appoint special committees whenever necessary. The President shall outline the duties and responsibilities of each committee at the time of appointment and serve as an ex-officio member of the committee. Special committees shall be considered dissolved upon completion of those duties and responsibilities assigned.

Policy Adopted: December 18, 1978

NORWICH CITY SCHOOLS
Board Policy

A107.4

A107.4

BOARD POLICY AND AMENDMENTS

Any amendment to existing Board of Education policy, or adoption of a new policy, shall be submitted for discussion at any regular meeting and voted upon at the next regular meeting of the Board of Education, except in cases where two-thirds of the membership may vote to consider the policy at the time of initial discussion.

The proposed or amended policy must be approved by a majority of the members of the Board in order to become effective.

Policy Adopted: November 20, 1972

Policy Amended: June 21, 1982

NORWICH CITY SCHOOLS
Board Policy

A107.5

A107.5

MAINTENANCE OF POLICY

The Policy Handbook shall be reviewed periodically by a Committee appointed by the President of the Board of Education. In addition, the Board will review and approve the Policy Handbook at its Annual Meeting.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A107.6

A107.6

ADMINISTRATIVE REGULATIONS

The Board does not adopt administrative regulations unless specifically required to do so by Law, or unless requested to do so by the Superintendent. Adoption, amendment and suspension of such Board adopted regulations shall be by the same procedure as that specified for policies.

The Board reserves the right to review and veto administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A107.8

A107.8

SCHOOL BOARD USE OF ELECTRONIC MAIL

Use of electronic mail (e-mail) by members of the Board of Education shall conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

The Board shall not use e-mail as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.

Board members shall be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members shall comply with the same standards as school employees with regards to confidential information.

Cross-ref: 1120, School District Records
2160, School Board Officer and Employee Ethics

Ref: Public Officers Law §§ 102, 103, 105
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Policy Adopted: October 18, 2005

NORWICH CITY SCHOOLS
Board Policy

A108.1

A108.1

COMMUNICATIONS

An informed public is vital to the success and support of Public Education. The Board of Education must accept the responsibility of providing the public with reports of the activities it is required to perform, and must provide the means to convey information that is factual, accurate and complete.

The Board must use every possible means to ascertain public attitudes and invite constructive suggestions about all phases of its operation for consideration in the planning of public policies and procedures.

Every employee of the school system should have a role in the improvement of communication between the schools and the public.

It shall be the policy of the Board of Education to maintain a program of public information on all matters concerning and having an effect on parents, students, staff and the general public.

Policy Adopted: September 18, 1972

NORWICH CITY SCHOOLS
Board Policy

A108.2

A108.2

COOPERATION BETWEEN SCHOOL DISTRICT
AND LOCAL GOVERNMENTS

Because of the intimate relationships between matters of proper concern to the School District and matters of concern to other local governments, there is necessity for close cooperation. The Board of Education stands ready to give such cooperation whenever it will be helpful.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A108.3

A108.3

PARTICIPATION BY THE PUBLIC

Residents of the community who are especially qualified because of training, experience, or personal characteristics shall be encouraged to take an active part in school affairs. Such persons may be invited to act as advisors individually and in groups as follows:

1. in clarifying the general ideas and attitudes held by our residents regarding schools;
2. in developing Board policies under which the school system is to be managed;
3. in providing assistance to school personnel in curriculum study, special services and certain evaluative processes when such assistance is sought by the school;
4. in giving active assistance to the professional staff in the actual operation of classes and services where the staff deems such aid valuable;
5. in solving a specific problem or set of closely related problems about which the Board must make a decision;
6. in the operation of school-related agencies.

The Board and the staff shall give substantial weight to the advice which they receive from individuals and community groups interested in the schools. However, the Board of Education and staff shall use their own best judgment in arriving at final decisions.

Policy Adopted: November 20, 1972

Policy Amended: July 10, 2006

NORWICH CITY SCHOOLS
Board Policy

A108.4

A108.4

SCHOOL-COMMUNITY ASSOCIATIONS; P.T.A.

The Parent-Teacher Associations in our schools are viewed by the Board as sincerely interested in and staunch supporters of public education. The purposes of the P.T.A., as endorsed by the Board, are:

1. to promote the welfare of children and youth in home, school, church, and community;
2. to secure adequate laws for the care and protection of children and youth;
3. to bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child;
4. to develop between educators and the general public such united efforts as will secure for every child the highest advantage in physical, mental, and spiritual education.

Staff members shall be encouraged to join the organizations, and to participate actively in their programs.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A108.5

A108.5

RELATIONS BETWEEN PRIVATE AND PUBLIC SCHOOLS

The Board recognizes the need and the worth of cooperative relationships with private schools. It encourages members of the school staff to work with their counterparts in private schools on educational matters within the framework established by statute and State regulations.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A108.6

A108.6

RELATIONS BETWEEN EDUCATIONAL ASSOCIATIONS
AND THE SCHOOL DISTRICT

Membership in recognized area, State, regional and National educational associations may be maintained by the School District for several reasons including:

1. the inservice education benefits to our staff and Board which come from participating in meetings, conferences, clinics and conventions;
2. access to the communication media of such associations, such as newsletters, periodicals, and advisory services;
3. representation in actions affecting education in general and our school district in particular.

The Board, in maintaining such membership, in no way abdicates its authority over and responsibility for the schools of the district as outlined in State Law and Board Policy.

The Superintendent is authorized to budget funds for such memberships, and for paying the costs of adequate participation of staff in the activities of such association.

Policy Adopted: November 20, 1972

Policy Amended: February 24, 1997

NORWICH CITY SCHOOLS
Board Policy

A108.7

A108.7

CITIZENS ADVISORY COMMITTEES

It is the policy of the Norwich School District to appoint committees when deemed necessary to assist the Board in the study of issues that may face the school system.

Such committees shall serve in advisory capacity only and without pay, studying the issues and proposing recommendations based upon the analysis of issues. Final action and responsibility shall remain with the Board and shall be based on a majority vote of the members.

Policy Adopted: February 27, 1978

NORWICH CITY SCHOOLS
Administrative Guidelines

B108.7

B108.7

CITIZEN ADVISORY COMMITTEES

Advisory committees should be appointed only when there is a definite function to be performed. This function should be indicated to the committee in writing when it is appointed, and specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

Advisory committees shall be appointed primarily to advise the Board. In general, individual members of such committees shall not be requested to perform specific services for the Board. Unique talents of members can best be utilized on a consultative basis. Neither shall advisory committees be appointed to advise on matters requiring decision by the Board, unless adequate time is available for a thorough study by the committee.

Each committee shall be instructed as to (1) the length of time each member is being asked to serve; (2) the service the Board wishes it to render; (3) the resources the Board intends to provide to help it complete its job; (4) the approximate dates on which the Board wishes it to submit reports; (5) the time and place of the first meeting; (6) the Board policies governing citizens committees to help clarify relationships from the beginning; (7) its relationships with the Board as a whole, with individual Board members, with the Superintendent, and with the other members of the professional staff; and (8) the approximate date on which the Board wishes to dissolve the committee.

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment. The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

PUBLICITY

The Board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees. All information concerning the organization and membership of such committees shall be made public at an early stage of its formation. All public announcements concerning the operation, recommendations and dissolution of such committees shall be made at such a time and in such a manner as the Board may choose.

Guidelines Adopted: February 27, 1978

Guidelines Amended: February 24, 1997

NORWICH CITY SCHOOLS
Board Policy

A108.8

A108.8

BOARD OF EDUCATION RELATIONSHIPS
WITH ADMINISTRATORS AND STAFF

The school system will operate most efficiently and with the least amount of friction possible when the Board knows and operates within its proper limits, and insists on the same knowledge and behavior on the part of the staff, without encroachment in either direction. Toward this end, all communications from the staff channel through the administrators to the Board of Education.

Policy Adopted: November 20, 1972

NORWICH CITY SCHOOLS
Board Policy

A108.9

A108.9

COMMUNICATIONS FROM THE PUBLIC
AND PUBLIC COMPLAINTS

The Board encourages citizens to express opinions and communicate interest through personal contact with its members or at meetings of the Board or its committees.

Complaints and grievances by employees will be settled through procedures provided in employee agreements.

Routine administrative matters or questions should be referred to the school employee whose area of responsibility is involved.

If a question or complaint so referred cannot be resolved, the matter should be brought to the attention of the Superintendent. The Board acts as final authority on unresolved disputes and questions of policy.

Policy Adopted: June 19, 1978

NORWICH CITY SCHOOLS
Administrative Guidelines

B108.9

B108.9

PUBLIC PARTICIPATION IN BOARD MEETINGS

The Norwich City School District Board of Education encourages public participation in Board meetings. Any individual wishing to speak to the Board of Education will do so under the following guidelines:

Speakers will be limited to a maximum of five (5) minutes and the entire open forum to a maximum of thirty (30) minutes (which may be waived by a majority vote of the Board);

A sign-in sheet will be circulated prior to the start of the meeting. Those who have signed in will be called in order to speak to the Board. Speakers are asked to stand, state their name, address and topic of discussion;

Speakers will not be allowed to personally attack any Board member, administrator, employee, community member, or any of the public present. Also, no comments by the speakers will be permitted that deal with executive session subjects, such as individual personnel matters or discipline issues pertaining to specific individuals including students;

The Board President will respond to questions or refer them to the Superintendent. If a question cannot be answered during the Board meeting, it will be researched and followed up by the Superintendent or their designee.

Name	Contact Information (Address & Phone Number)	Topic

Policy Adopted: March 3, 2009
Administrative Guidelines Amended: June 13, 2011

NORWICH CITY SCHOOLS
Board Policy

A108.10

A108.10

PARENTAL PARTNERSHIP POLICY STATEMENT

Rationale

It is a goal of the Norwich City School District to “develop strong partnerships with the home.” Parents and schools working as partners increase student achievement and develop positive student attitudes about self and school.

The key factor in the home-school partnership is the relationship between the teacher and the parent. Teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their children. Organizational support from the school board, district administrators, and building principals enables teachers to effectively develop the partnership.

The intention of this policy is to result in consciously doing those things already in practice in a more efficient, consistent and effective manner as well as generating new ways of strengthening the partnership.

Policy

The Partnership between home and school will be supported by:

1. The development of an infrastructure to continually assess, plan and implement strategies that build the partnership.
 - a) The District Wide Planning and Decision-Making Committee to guide overall program efforts and serve as a home-school partnership network.
 - b) Coordination of activities in the areas of staff development, assessment of teaching practices, and communication with parents toward creation of the best possible learning experience for each child.
2. The self-study of parental involvement practices by teams of parents, teachers and the administrator in school using the following seven basic principles considered essential to home-school partnerships.
 - a) Every aspect of the school climate is open, helpful and friendly.
 - b) Communications with parents (whether about school policies and programs or about their own children) are frequent, clear and two-way.

- c) Parents are treated as collaborators in the educational process, with a strong complementary role to play in their children's school learning and behavior.
 - d) Parents are encouraged, both formally and informally, to comment on school policies and to share in the decision making.
 - e) The principal and other school administrators actively express and promote the philosophy of partnership with all families.
 - f) The school encourages volunteer participation from parents and the community at large.
 - g) The school recognizes its responsibility to forge a partnership with all families in the school, not simply those most easily available.
3. Resources for principals, teachers and parents will be supported by available local, state and federal funding.
 4. The district and its schools, to the extent practicable, shall provide free opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form such parents understand.

The Norwich City School District, its Board of Education and staff will provide leadership in the development of clear avenues of parental involvement. Full realization of the partnership will be achieved through the on-going commitment and active participation by home and school.

Policy Adopted: March 17, 1997

NORWICH CITY SCHOOLS
Board Policy

A108.11

A108.11

DISTRICT WEB SITE

Consistent with its intent to maintain a program of public information concerning the affairs of the School District, the Board of Education herewith authorizes the creation of a District Web Site.

It shall be the responsibility of the Superintendent of Schools to establish Administrative Guidelines which shall govern maintenance and operation of the Site.

Policy Adopted: March 15, 2005

NORWICH CITY SCHOOLS
Administrative Guidelines

B108.9

B108.9

PUBLIC PARTICIPATION IN BOARD MEETINGS

The Norwich City School District Board of Education encourages public participation in Board meetings. Any individual wishing to speak to the Board of Education will do so under the following guidelines:

Speakers will be limited to a maximum of three (3) minutes and the entire open forum to a maximum of thirty (30) minutes (which may be waived by a majority vote of the Board);

A sign-in sheet will be circulated prior to the start of the meeting. Those who have signed in will be called in order to speak to the Board. Speakers are asked to stand, state their name, address and topic of discussion;

Speakers will not be allowed to personally attack any Board member, administrator, employee, community member, or any of the public present. Also, no comments by the speakers will be permitted that deal with executive session subjects, such as individual personnel matters or discipline issues pertaining to specific individuals including students;

The Board President will respond to questions or refer them to the Superintendent. If a question cannot be answered during the Board meeting, it will be researched and followed up by the Superintendent or their designee.

NAME	CONTACT INFORMATION (TELEPHONE & ADDRESS)	TOPIC

Request Dated: _____

Policy Adopted: March 3, 2009

NORWICH CITY SCHOOLS
Administrative Guidelines

B108.11

B108.11

DISTRICT WEB SITE

The Norwich City School District web site is intended to serve as a source of information concerning the School District for students, parents, staff members, District residents and the general public. As such, information appearing on the site must be accurate, timely and consistent with the District's Statement of Mission.

Ultimate responsibility for the web site, its management and operation rests with the Superintendent of Schools. Day-to-day responsibility for the site and its content rests with the Director of Technology and Information Services.

Information proposed for inclusion on the web site will be approved by a member of the district administrative staff on a Form (attached) maintained for such purpose. Once administrative approval is granted, the Form will be forwarded to the Superintendent of Schools for review. The Superintendent will review the Form and, if approved, forward same to the Director of Technology and Information Services for inclusion on the web site. All information on the web site will be reviewed and updated at least monthly by the Director of Technology and Information Services to ensure the timeliness of information.

Guidelines Adopted: March 15, 2005

Guidelines Amended: July 10, 2006

NORWICH CITY SCHOOLS
Board Policy

A109

A109

STATEMENT OF MISSION

Through the use of all available resources, it shall be the Mission of the Norwich city School district to produce productive citizens who can successfully collaborate and compete in a global society.... To develop and provide for each enrolled student a program of experiences, activities and services designed to ensure maximum opportunities for lifelong intellectual, psycho-social, personal and physical growth. It shall further be the Mission of the District to ensure the delivery of such experiences, activities, and services within an interpersonal atmosphere marked by order, warmth and genuine concern for each individual's well-being as well as appropriate physical environments which support and contribute positively to learning.

Policy Adopted: July 6, 1989
Policy Amended: January 3, 1994
Policy Amended: July 10, 2006

NORWICH CITY SCHOOLS
Board Policy

A109.1

A109.1

OPERATING PRINCIPLES

These Operating Principles serve as an extension of the Norwich City School District's Mission Statement. As well, they serve as a framework within which to consider programmatic and organizational direction for the future. Lastly, they serve as a benchmark against which we can measure progress. The environment, experiences and activities of the District should not only reflect these principles, but it is the responsibility of all staff to implement and practice these principles. To accomplish this it is expected that all staff will model the ideals embodied within them. As our knowledge base changes we must continually review, assess and address our mission, operating principles, and instructional goals. The order in which these are listed does not necessarily represent their relative importance.

We believe:

1. Learning is a lifelong experience. The primary function of schooling is teaching and learning which promotes individual growth and to that end schools must teach the processes and strategies as well as the "why" of learning so that children can function independently.
2. All students can learn and develop physically, intellectually, socially and emotionally.
3. Learners are critically engaged, with the knowledge that they have developed from their varied experiences, aspirations and interests.
4. It is essential that curricula and instruction be individually adapted to the needs of each learner.
5. High expectations encourage each learner to achieve his/her maximum growth.
6. The schools must provide opportunities for successful experiences as success contributes to a positive self-image.
7. The learner must make a conscious decision to actively participate in the educational process for effective learning and socialization to occur.
8. The environment for learning and teaching must be fair and supportive, characterized by order, trust and mutual respect, and must attend to the basic needs of those in the learning community for "love, power, fun, freedom and safety". *William Glasser*
9. Family and community must be involved in the educational process and organizational structures must allow for and support communication at all levels.
10. Access to programs, staff, facilities, information and materials, opportunities for learning, and the resolution of disputes and disciplinary matters must be fair and equitable for all.
11. There must be broad staff involvement in organizational decision-making and, as individuals, staff must accept responsibility for their own decisions and actions.
12. All students must be provided opportunities for involvement in the organizational decision-making process, and students must accept responsibility for their own decisions and actions..
13. Teaching and learning can take many forms and occur in many settings. Thus, all resources within the community will be utilized in meeting the individual needs of students and staff.

14. Schools must provide students with ample opportunity for self-direction and choice.
15. The lifelong needs of the learner will be best served through the development of self-evaluation skills.
16. Assessment and measures of progress must be aligned with what we know about learning and must be consistent with our instructional outcomes.
17. The learner's character development will be reinforced by good example within the learning environment. We must strive to foster character throughout the educational system by modeling, e.g. honesty, fairness, equality, courage, loyalty, kindness, hard work and respect.

Policy Adopted: July 6, 1989

Policy Amended: January 3, 1994

Policy Amended: July 10, 2006

NORWICH CITY SCHOOLS
Board Policy

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CODE OF ETHICS

Be it enacted by the Board of Education of the City School District of the City of Norwich as follows:

PURPOSE

Pursuant to the provisions of Section Eight Hundred Six of the General Municipal Law, the Board of Education of the City School District of the City of Norwich recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the City School District of the City of Norwich. These rules shall serve as a guide for official conduct of the officers and employees of the City School District of the City of Norwich. The rules of ethical conduct of this resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of Article Eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

DEFINITION OF TERMS

- a. "Municipal Officer or Employee" means an officer or employee of the City School District of the City of Norwich, whether paid or unpaid, including members of any administrative board commission or other agency thereof.
- b. "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee, his spouse, minor children and dependents; a firm, partnership or association of which such officer or employee is an officer, director of employee, and a corporation any stock of which is accrued or controlled directly or indirectly by such officer or employee unless the context otherwise requires.

STANDARDS OF CONDUCT

Every officer or employee of the City School District of the City of Norwich shall be subject to and abide by the following standards of conduct:

- a. Discrimination. He shall not initiate or approve any decision in his competence involving discrimination as to a person's actual age or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (identity or expression).
- b. Gifts. He shall not directly or indirectly, solicit any gifts; or accept or receive any gift having a value of [\$75.00] seventy-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, in the performance of his official duties or was intended as a reward for any official action on his part. Any gifts will be reported to the Internal Audit Committee.
- c. Confidential information. He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
- d. Representation Before One's Own Agency. He shall not receive, or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee.
- e. Representation Before Any Agency for a Contingent Fee. He shall not receive, or enter into any agreement, express or implied for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

- f. Disclosure of Interest in Legislation. To the extent that he knows, thereof, a member of the Board of Education and any officer or employee of the City School District of the City of Norwich, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.
- g. Investments in Conflict with Official Duties. He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his official duties.
- h. Private Employment. He shall not engage in, solicit, negotiate for or accept private employment or render services for private interests when such employment or services creates a conflict with or impairs the proper discharge of his official duties.
- i. Future Employment. He shall not, after the termination of service or employment with this school district, appear before any board or agency of the City School District of the City of Norwich in relation to any case, proceeding or application which he personally participated during the period of his service or employment which was under his active consideration.
- j. Goal. All acts in his jurisdiction or employment shall be directed to furthering and improving the paramount goal of the school district, better education for children.
- k. Disclosure of Possible Commitment of Conflict of Interest. Divesting of investments or disclosure if such investments prior to acceptance of public office or public employment, or prior to any official action involving a possible conflict, will satisfy the requirements of investments in conflict with official duties.
- l. School board members are not elected on the basis of political party affiliation.
- m. Confidential information discussed in Executive Sessions of the Board should not be disclosed. Violating this trust is a serious breach of ethics.
- n. School Board members have no individual authority. They may not offer employment or interfere with school operations. They must abide by Board decisions and refrain from criticizing district employees publicly.
- o. No School Board Member should seek special favor or advantage for himself, his family, or his associates.

DISTRIBUTION OF CODE OF ETHICS

The Superintendent of Schools of the City School District of the City of Norwich will cause a copy of this Code of Ethics to be distributed to every officer and employee of the School District within 30 days after the effective date of this local law. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

PENALTIES

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provision of this Code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

EFFECTIVE DATE

This local law shall take effect 45 days after it is filed as provided in Section Twenty-Seven of the Municipal Home Rule Law.

Policy Adopted: December 18, 1978
Policy Amended: July 10, 2006
Policy Amended: October 16, 2007
Policy Amended: November 13, 2012

NORWICH CITY SCHOOLS
Board Policy

A111

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NEW YORK STATE EDUCATIONAL ORGANIZATION

A. "The public schools belong to the public. They are in fact only extensions of public standards. They are the 'foundations of a free society', 'the common public effort to perpetuate important values', 'the responsibility of all adults to all children', 'the first claim on a community after it has insured its own defense and survival', 'man's best measure of his civilization', 'the common denominator or society's ambition for itself'. The Board of Education, therefore, is only trustee, not proprietor, of the school system."

B. THE PEOPLE OF THE STATE

THE CONSTITUTION

THE GOVERNOR

THE LEGISLATURE

SCHOOL LAW

BOARD OF REGENTS

COMMISSIONER OF EDUCATION

LOCAL
ELECTORATE

STATE EDUCATION DEPARTMENT

COURTS

Budgetary

School Law

LEADERSHIP

Rules

Legal

Control

Enforcement

PLANNING

Regulations

Decisions

Referendums

RECOMMENDATIONS

LOCAL BOARDS OF EDUCATION

CHIEF SCHOOL OFFICER

- C. The School Board derives its authority and responsibility in a direct line from the people of the State through its elected legislative representative. On the other hand, its locally elected members remain responsive to local community aspirations and demands.
- D. The Board has legal authority and responsibility for the local school district's functioning. It sets the policies, as a legislative body for the District. It does not, except as a policy-making body, take active executive function in the educational process. Instead, it employs professional educators, whose function it is to implement those policies in a professional manner. It delegates to its Superintendent, as executive for the district, this implementation in the form of regulations, directions, etc., issued by him for government of the professional and adjutant personnel. The Board, however, must approve all plans and policies for education in the district.
- E. All policies of the Board are corporate policies determined by majority vote. No individual member of the Board has any authority in school district affairs, except as a member of the corporate body.
- F. By custom, members of the School Board do not take an active part in promoting candidates for election to the Board.
- G. The School system exists as a corporate entity quite separate and apart from other units of local government. Because, however, there are intimate relationships between matters of proper concern to the schools, and matters of proper concern to other local governments, there is necessity for close cooperation. The School Board stands ready to give such cooperation whenever it will be helpful.
- H. Educational programs are the concern of all persons in the district. This concept justifies the widest possible participation in the school program, development by all citizens of the community, and in particular, by members of the professional staff, experts in the field. By legal definition, nevertheless, final decisions must be those of the Board alone.
- I. The Board will participate in State, regional, and national educational groups in order to broaden its horizons as to better school practices.
- J. The Board will establish such internal and external public information means as will tend to involve the entire system and community in the common educational program. (System bulletins, newspapers, radio, speakers, public meetings, etc.) to be carried out by administration.

Policy Adopted: February 19, 1974