

**Salinas City Elementary School District**

Mission and Goals

Policy #0521

**CALENDAR REQUIREMENTS FOR ANNUAL REVIEW**

The following policies call for action by the District. To complete, a review of actions, the calendar date and the responsibility should be made.

<b>POLICY</b>	<b>TITLE</b>	<b>ACTION</b>	<b>CALENDAR</b>	<b>RESPONSIBILITY</b>
	<b>MISSION AND GOALS</b>			
BP 0410	Nondiscrimination in District Programs	Continuing effort to notify public and applicants	August	Director of Personnel
BP 0420.1	School-Based Coordinated Program	Annual review by Board of School Site Council plans	October	Assistant Superintendent
BP 0450	Comprehensive Safety Plan	Regular review		
AR 0510	School Accountability Report Card	Update and issue annually	April	Assistant Superintendent
	<b>COMMUNITY RELATIONS</b>			
BP 1312.1	Complaints Concerning District Employees	Annual review of policy by Board	July	Director of Personnel
AR 1312.3	Uniform Complaint Procedures	Annual dissemination of complaint procedures	June	Director of Personnel
BP 2123	Superintendent's Evaluation	Board evaluate Superintendent	July	Board President

Reference: CSBA Review Mandates.  
All Rights Reserved by SCESD

Adopted: April 10, 2000  
CS 11/99

**Salinas City Elementary School District**

Mission and Goals

Policy #0521

**CALENDAR REQUIREMENTS FOR ANNUAL REVIEW**

<b>POLICY</b>	<b>TITLE</b>	<b>ACTION</b>	<b>CALENDAR</b>	<b>RESPONSIBILITY</b>
	<b>BUSINESS</b>			
AR 3100	Budget	Budget filed with County Superintendent	June	Assistant Supt. Fiscal Services
AR 3400	Management of District Assets/Accounts	Audit assets and accounts	March	Assistant Supt. Fiscal Services
BP 3430	Investing	Board review of annual statement of District's investment policy	July	Assistant Supt. Fiscal Services
AR 3440	Inventory of Equipment	Conduct physical inventory annually	July	Assistant Supt. Fiscal Services
AR 3452	Student Body Funds	Annual Audit by CPA	March	Assistant Supt. Fiscal Services
AR 3460	Financial Reports and Accountability	Supt. submits two fiscal reports to Board:	October & June	Assistant Supt. Fiscal Services
AR 3515.4	Crime Data Reporting	Supt. report to CDE	January	Assistant Superintendent
BP 3515.5	Sex Offender Information	Annually notify parents		Dir. of Special Education
BP 3530	Risk Management/Insurance	Supt. report to Board twice yearly on activities	January & June	Assistant Supt. Fiscal Services
	<b>PERSONNEL</b>			
BP 4011.1	Affirmative Action	Inform Board of Goal Achievements Annually	October	Director of Personnel
AR 4012.9	Employee Notifications	Review and distribute notifications required by law	July	Director of Personnel
BP 4030	Nondiscrimination in Employment	Annually publicize policy	July	Director of Personnel
BP 4113	Review of Certificated Assignment	Periodic reports to the Board	February and June	Director of Personnel
BP 4116	Probationary/Permanent Status	Annual review of policy by Board	July	Director of Personnel
BP 4119.43	Universal Precautions	Annual distribution to employees	July	Director of Personnel
BP 4127	Temporary Athletic Team Coaches	Certification to CDE	March	Director of Personnel

Reference: CSBA Review Mandates.  
All Rights Reserved by SCESD

Adopted: April 10, 2000  
CS 11/99

**Salinas City Elementary School District**

Mission and Goals

Policy #0521

**CALENDAR REQUIREMENTS FOR ANNUAL REVIEW**

<b>POLICY</b>	<b>TITLE</b>	<b>ACTION</b>	<b>CALENDAR</b>	<b>RESPONSIBILITY</b>
	<b>STUDENTS</b>			
BP 5116.1	Intradistrict Open Enrollment	Annual review of options by the Board	June	Director of Personnel
BP 5117	Interdistrict Attendance	Annual report on interdistrict transfer count	March	Director of Personnel
AR 5141.32	Child Health & Disability Prevention Program	Annual reporting of health screening	May	Director of Spec. Ed.
BP 5145	Parental Notifications	List of annual notifications to parents required by law/See Exhibit 5145	June	Superintendent's Office
	<b>INSTRUCTION</b>			
BP/AR 5144	Discipline	Review discipline handbooks annually	April	Director of Curriculum
BP 6162.5	Student Assessment	Annual assessment	July	Director of Curriculum
BP 6190	Evaluation of the Instructional Program	Superintendent annually recommend measurable criteria to the Board	July	Director of Curriculum
	<b>FACILITIES</b>			
AR 7111	Building Inspection	Periodically evaluate adequacy and design of existing facilities		Assistant Superintendent of Fiscal Services
	<b>BOARD BYLAWS</b>			
BP 9220	Board Elections	Biennial election		Board President

Reference: CSBA Review Mandates.  
All Rights Reserved by SCESD

Adopted: April 10, 2000  
CS 11/99