

**Washington South Supervisory Union
Northfield and Roxbury School Districts**

Title of Procedure	Developed	Revised	Posting Locations
Business Office Procedures			
Grants Management Manual	2012-2013	2016-2017	
• Grant Application Procedures	11.18.14	10.05.16	Grants Management Manual
• Expenditures		09.23.16	Grants Management Manual
• Instructions for Procurement		07.18.16	Grants Management Manual
• Procedures to Implement Payment		07.18.16	Grants Management Manual
• Federal Grant Time & Effort Reporting, Approval & Reconciliation Procedures		03.29.13	Grants Management Manual
• Special Education Time & Effort Reporting			Grants Management Manual
• Professional Development Expense & Travel Reimbursement Procedures		09.23.16	Grants Management Manual
• Management of Equipment Purchased with Federal Funds		09.23.16	Grants Management Manual
• Capitalization of Assets	12.12.12		Grants Management Manual
• Credit Card Procedures	12.12.12		Procedures Binder
• Employee Expense and Travel Reimbursement Procedures	3.1.13		Procedures Binder
• Fraud Prevention	12.12.12.		Procedures Binder
Facilities and Transportation Procedures			
• Facilities Use Procedures	8.2.10	8.1.13	Website; Procedures Binder
• Surveillance Camera Procedures	2013-2014		Website; Procedures Binder
• Transportation Procedures	10.02.12	11.14.16	Website; Procedures Binder
• Roxbury Students - Bus Procedures	1.18.12		Procedures Binder
• Vehicle and Equipment Use Procedures	11.2.12	11.17.16	Website; Procedures Binder
Human Resources Procedures			
• Criminal Record Check Process			
• Family and Medical Leave Act (FMLA) Procedures	1.15.14	9.22.14	Website; Procedures Binder
• Hiring Procedures - Professional Staff & Support Staff	11.7.08	3.7.14	Website; Procedures Binder
• Hiring Procedures - Substitutes	11.7.08	3.7.14	Website; Procedures Binder
• Hiring Procedures - Co-Curricular	11.7.08	3.7.14	Website; Procedures Binder
• Hiring Procedures - Bridges Afterschool	2014-2015	10.22.14	Website; Procedures Binder
• Student Teacher Procedures	11.07.08	03.07.14	Website; Procedures Binder
• Volunteer Procedures	11.29.11	11.19.13	Website; Procedures Binder
Appendix A - Co-Curricular Compensation Schedule 2016-2019		10.03.16	Procedures Binder
Appendix B - Coaching Compensation Schedule 2016-2019		10.03.16	Procedures Binder
Appendix C - Bridges Afterschool Program Hourly Rate Schedule 2016-17		08.01.16	Procedures Binder
Appendix D - WSSU Substitute Pay Rates Memorandum 2016-2017		07.12.16	Procedures Binder

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Title of Procedure	Developed	Revised	Posting Locations
School Procedures			
• Attendance and Truancy Protocol	06.10.10	01.05.16	Website; Procedures Binder
• Distribution and/or Sales of Non-School Sponsored Literature/Items Procedures	11.26.12		Website; Procedures Binder
• Field Trips Procedures	2011-2012	8.12.14	Website; Procedures Binder
• Food Service Payment Procedures	4.25.11	10.28.16	Website; Procedures Binder
• Handling Public/Parent Concerns/Complaints Procedures	2013-2014		Website; Procedures Binder
• Procedures for Grade Advancement	1.5.04	2013-2014	Website; Procedures Binder
• Procedure for Northfield School Preschool Enrollment	04.27.16		Website; Procedures Binder
• Procedure for Roxbury Village School Preschool Enrollment	6.1.14	10.16.15	Website; Procedures Binder
• Procedures for Reporting Child Abuse	August 2009	8.17.15	Website; Procedures Binder
• Procedures for Pupil Privacy Rights	5.15.14		Website; Procedures Binder
• Protocol for Dealing with Difficult Situations	12.09.15		Procedures Binder
• Retention and Destruction of Student Records Procedures	9.23.11		Website; Procedures Binder
• Procedure for Release of Information Concerning Student Sexual & Kidnapping Offenders	12.1.13		Website; Procedures Binder
• Residency Protocols	7.23.12		Website; Procedures Binder
• Restraint and Seclusion	9.16.11		Procedures Binder