

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

TABLE OF CONTENTS

NON-INSTRUCTIONAL/BUSINESS OPERATIONS

(Section 5000)

**BUDGET**

Budget Planning and Development .....5110  
School District Budget Hearing .....5120  
Budget Adoption .....5130  
Administration of the Budget.....5140

**INCOME**

Revenues .....5210  
District Investments .....5220  
Acceptance of Gifts, Grants and Bequests to the School District .....5230  
School Tax Assessment and Collection/Property Tax Exemptions.....5240  
Sale and Disposal of District Property..... 5250  
Corporate Sponsorships .....5270

**EXPENDITURES**

Bonding of Employees and School Board Members .....5310  
Expenditures of School District Funds .....5320  
    Use of the District Credit Card.....5321  
    Reimbursement for Meals/Refreshments .....5323  
Borrowing of Funds .....5340

**PURCHASING**

Purchasing.....5410  
    Contracts for Instruction .....5411  
    Procurement: Uniform Grant Guidance for Federal Awards..... 5413

**FUNDS**

Accounting of Funds.....5510  
    Maintenance of Fund Balance.....5511  
    Reserve Funds .....5512  
Extraclassroom Activity Fund .....5520  
Petty Cash Funds and Cash in School Buildings .....5530  
Allocation of Title 1, Part A Funds In the District .....5551  
Use of Federal Funds for Political Expenditures .....5560  
Financial Accountability .....5570  
    Allegations of Fraud .....5571  
    Audit Committee.....5572  
    Internal Audit Function.....5573  
    Payroll.....5575

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

TABLE OF CONTENTS

NON-INSTRUCTIONAL/BUSINESS OPERATIONS

(Section 5000)

**NON-INSTRUCTIONAL**

Insurance ..... 5610  
Inventories and Accounting of Fixed Assets ..... 5620  
Facilities: Inspection, Operation and Maintenance ..... 5630  
    Hazardous Waste and Handling of Toxic Substances by Employees ..... 5631  
    Pest Management and Pesticide Use..... 5632  
Gender Neutral Single-Occupancy Bathroom ..... 5633  
Smoking, Tobacco, and Cannabis (Marijuana) Use..... 5640  
Energy Conservation in the Schools ..... 5650  
Meal Charging and Prohibition Against Meal Shaming..... 5660  
    Wellness ..... 5661  
Records Management..... 5670  
    Information Security Breach and Notification ..... 5672  
    Employee Personal Identifying Information ..... 5673  
    Data Networks and Security Access ..... 5674  
    Student Grading Information Systems ..... 5675  
    Privacy and Security for Student Data and Teacher and Principal Data ..... 5676  
Safety and Security..... 5680  
    School Safety Plans ..... 5681  
    Cardiac Automated External Defibrillator (AEDs) in Public School Facilities ..... 5682  
    Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills..... 5683  
    Use of Surveillance Cameras in the School District ..... 5684  
Exposure Control Program..... 5690  
    Communicable Diseases ..... 5691  
    Acquired Immune Deficiency Syndrome and/or Positive Blood Test to the  
    Human Immunodeficiency Virus ..... 5692

**TRANSPORTATION**

Transportation Program ..... 5710  
Transportation of Students ..... 5720  
School Bus Safety Program..... 5730  
    School Bus Idling ..... 5731  
Qualifications of Bus Drivers..... 5740  
    Drug and Alcohol Testing of School Bus Drivers and  
    Other Safety Sensitive Employees ..... 5741  
School Bus Monitors and Attendants ..... 5742

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2024

7440

Students

**SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION**

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration. A person who is at least 16 years of age and who is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered to vote upon reaching the age of eligibility as provided by law.

The District promotes student voter registration and pre-registration through the following means:

- a) Collaborating with county boards of elections to conduct voter registration and pre-registration in the District's high school(s); and
- b) Encouraging voter registration and pre-registration at various student events throughout the year.

The District will inform students of New York State's requirements for voter registration and pre-registration, as well as provide access to voter registration and pre-registration applications during the school year and provide assistance with filing these applications. The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law Section 5-507

Adoption Date: 02/26/2024