

HOW TO USE THE DCMO BOCES BOARD POLICY MANUAL WEBSITE WWW.DCMOBOCES.COM/POLICY

BOARD POLICY: GENERAL INFORMATION AND NAVIGATION

1. The Board Policy website is organized in the same way as the printed Board Policy Manual that is available in most of the organization's offices.
2. On the Policy website's homepage at www.dcmoboces.com/policy, you will find a navigation bar at the top of the page, with links that correspond to the policy chapter headings of the manual as follows:

[\[Board of Education\]](#) [\[Community Relations\]](#) [\[School Administration\]](#) [\[Bus/Non-Inst. Op.\]](#) [\[Personnel\]](#) [\[Students\]](#) [\[Instruction\]](#)

3. The policy chapter headings are repeated in the main policy menu (pictured below) at the center of the page. From the policy website homepage, you may use either the navigation bar (above) or the main policy menu (below) to move within the policy manual.

Main Policy Menu

Board of Education
Community Relations
School Administration
Business and Non-Instructional Operation
Personnel
Students
Instruction

4. Selecting any policy chapter heading from the main policy menu (above) will open a new menu that corresponds to the numbered topic sections of the Board Policy Manual. For example, selecting the **Board of Education** heading will bring you to the section for #100 policies pertaining to Board of Education (see below); selecting the **Community Relations** heading will bring you to the section for #200 policies pertaining to Community Relations, and so on. Each of these section menus contains a numbered listing of all the actual policy documents as well as the title of the document as contained in the Board Policy Manual's Table of Contents.

EXAMPLE OF #100 POLICIES: BOARD OF EDUCATION

Policy	BOARD OF EDUCATION	<u>Procedures</u>
<u>100</u>	Vision of the Delaware-Chenango Madison-Otsego BOCES	
<u>110</u>	Designation of Supervisory District	
<u>120</u>	General Organization of the Board of Cooperative Educational Services (BOCES)	
<u>123</u>	Election Procedure	
<u>130</u>	Officers of the Supervisory District Auxiliary Personnel, and Their Duties	
<u>140</u>	Powers, Duties and Main Functions of the Board	
<u>150</u>	Board Members	
<u>160</u>	Code of Ethics	
<u>170</u>	Meetings	
<u>180</u>	Operating Procedure	

BOARD PROCEDURES

- Each numbered policy menu (see above example) also contains a link to related **Procedures**. The **Procedures** link can be found in the upper right-hand corner of each numbered policy menu. Selecting a **Procedures** link will open another menu that contains a numerical listing of Board Procedures that relate to a given policy. In addition, a numbered **Procedures** link can also be found below the navigation bar on each page that contains a numbered policy menu (see below):

[\[Board of Education\]](#)
[\[Community Relations\]](#)
[\[School Administration\]](#)
[\[Bus/Non-Inst. Op.\]](#)
[\[Personnel\]](#)
[\[Students\]](#)
[\[Instruction\]](#)

[100 Procedures](#)

- Each of these **Procedures** pages contains a numbered listing of all the actual procedures documents as well as the title of the document as contained in the Board Procedures Manual's Table of Contents (see below). An "Up" navigation link at the top of each Procedures page will bring you back to the associated Policy menu page.

[\[Up\]](#)

Procedure	BOARD OF EDUCATION
160	Complimentary Gifts

USING ADOBE READER TO VIEW POLICIES AND PROCEDURES DOCUMENTS

Adobe Acrobat Reader® is required to view or print the policy and procedures documents. If Adobe Acrobat Reader® is properly installed on your system, clicking on a link for any document will automatically open the document either in your browser window, or in an Adobe Reader window. Alternatively, you can right-click on the link for any document and choose "Save Target As," to save the document on your own computer. Since all of the documents are in the Adobe PDF format, you will always need Adobe Acrobat Reader® to view them. If necessary, you can download the current version of Adobe Acrobat Reader® from the Adobe website at www.adobe.com.



USING THE SEARCH FUNCTION

- It is possible to search the policy and procedures documents by entering search terms in the dialog box on the main policy menu page. Locate the search box (see below):

Search **Board Policy**

(Enter search terms preceded by the word "policy," as follows: for example, to search for 'vehicles', enter: policy vehicles; to search for 'family leave', enter: policy family leave.)

8. In the blank box, enter your search terms preceded by the word: “policy,” following the example (see above). Then click the **SEARCH** button. As with all search engines, search results can vary. If you are unable to locate a policy or procedure, you should request assistance from someone in the BOCES Superintendent’s Office. Questions pertaining to the policy website should be addressed to [Mitchell Gary](#), Website Coordinator, 607-335-1385.