

## ***POLICY MANUAL REVISIONS***

The Policy manual will be completely reviewed every five years. After each review, all policies and regulations will continue to be revised/added as needed.

Listed below are some terms used at the bottom of each policy and regulation:

**Adopted and revised** are used at the bottom of a policy. **Adopted** indicates the date the policy was initially entered in the Policy Manual by a School Board. **Revised** indicates the date the policy was changed by a School Board.

**Issued and reissued** are used at the bottom of a regulation. **Issued** indicates the date the regulation was initially entered in the Policy Manual by a School Board. **Reissued** indicates the date the regulation was changed by a School Board.

**Policy Manual Reviewed: 2004-2005 School Year**

**How this manual is organized.** This manual is organized according to the classification system developed by the Educational Policies Services of the National School Boards Association. The system provides an efficient means of coding, filing, and finding policies, regulations, and other documents.

**There are 12 major classifications, each bearing an alphabetical code:**

- A. FOUNDATIONS AND BASIC COMMITMENTS
- B. SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C. GENERAL SCHOOL ADMINISTRATION
- D. FISCAL MANAGEMENT
- E. SUPPORT SERVICES
- F. FACILITIES DEVELOPMENT
- G. PERSONNEL
- H. NEGOTIATIONS - (No policies currently under this tab)
- I. INSTRUCTIONAL PROGRAM
- J. STUDENTS

## K. SCHOOL-COMMUNITY RELATIONS

## L. EDUCATION AGENCY RELATIONS

Sub-classification under each heading is based on logical sequence. Each of the 12 major classifications is tabled. On the tab page is a table of contents for that section.

**How to find a policy.** Consider where the policy would be filed among the 12 major classifications. Turn to the tab and table of contents for that section and glance down the listing until you find the term that most closely fits the topic that you are seeking. Use the code letters given for the term to locate the sheet which will appear in alphabetical order by code within the particular section. (All pages of the manual are coded in the upper right-hand corner.)