

PREFACE

The policies and administrative rules of Unified School District No. 305 are the results of a combined effort of the professional staff of the Kansas Association of School Boards and the board of education and the district's staff.

The staff of KASB has written the policy and rule model and integrated into that model the policies and procedures being used in the district at the time of the first draft. Upon completion of the first draft, a KASB staff member and selected staff members of the district edited all of the proposed policies and rules resulting in preparation of a second draft to be presented to the board. The board met with the KASB staff members and selected staff members to arrive at the final draft. This final draft was then adopted by the board.

The board gratefully acknowledges the many hours spent on the part of the KASB staff and the school district's staff in the preparation of these policies and rules. A special acknowledgement should go to the board members who spent many hours studying the various drafts of these policies and rules. This effort is indeed a typical example of the unselfish attitude of the district's school board.

Understanding the Policy System

Policies are principles adopted by the school board to chart a course of action. They tell WHAT is wanted and may include also WHY and HOW MUCH. They should be broad enough to indicate a line of action to be taken by the administration in meeting number of problems day after day; they should be narrow enough to give the administration clear guidance.

Rules are the detailed directions that are developed by the administration and staff to put policy into practice. They tell HOW, WHEN, WHERE and BY WHOM things are to be done.

This philosophy was incorporated into thinking that produced the model and guided the board and the district's staff in developing the final, adopted policies and rules.

There is one binder containing thirteen sections of policies and rules. These sections are as follows:

- A -- SCHOOL DISTRICT ORGANIZATION
- B -- SCHOOL BOARD OPERATIONS
- C -- GENERAL SCHOOL ADMINISTRATION
- D -- FISCAL MANAGEMENT
- E -- BUSINESS MANAGEMENT
- F -- FACILITY EXPANSION PROGRAM
- G -- PERSONNEL (certified and non-certified)
- H -- NEGOTIATIONS
- I -- INSTRUCTIONAL PROGRAM

- J -- STUDENTS
- K -- GENERAL PUBLIC RELATIONS
- L -- INTERORGANIZATIONAL RELATIONS
- M -- RELATIONS WITH OTHER EDUCATION AGENCIES

This type of classification system is designed for computer use and conforms to sound principles of information storage and retrieval, to sound principles of school governance and also to the mandates of practicality. The system's ultimate success or failure will depend on the extent of its day-to-day usefulness as a management tool to facilitate school and board operations.

Basic to the system is the vocabulary of policy development descriptors. This vocabulary includes more than 1,000 discreet terms, e.g., "Underground Newspapers", "Psychological Testing", "Nepotism", etc. These terms set forth specific issues and concerns for possible school board action at the policy development level.

The coding or "tracking" of terms is by letter rather than by number. Letter (alpha) encoding offers two major advantages over number coding. A letter system offers more flexibility. The code has available 26 separate letters to use compared to only ten digits. A letter system requires no decimal points. This tends to reduce the likelihood of errors in reproduction and filing.

At first glance, letter codes may look strange compared to the more familiar decimal system. Yet it takes but a moment for a code-user to appreciate the logic and simplicity of letter coding.

The Index

The index is designed to help the user find the subject described in the appropriate policy. The index is also cross-referenced to state law as is each table of contents.

The index also includes many terms not used in the classification system. These "extras" appear in italic type and are cross-referenced to official descriptors. Some of these topics are synonyms, e.g., Administrative Regulations, see "Administrative Rules." Other classifications are included to show where topics might be placed into the system by local classifiers, e.g., Jury Duty, see "Leaves and Absences."

In addition, major descriptors appear in several places in the index. This again is to facilitate the user's search for correct term placement in the system.

When Using This Manual

To use this manual properly, the reader should look up the subject matter in the index and turn to the policy section first. The reader should check the table of contents found in the front of each policy section to determine whether the desired subject is cross-referenced to any other policy and also to see if the symbols "Cf.," "Also" or "See" are present. The reader should turn to the

alpha code in the appropriate section and read the policy and any applicable rule. After the reader has done this, he/she should read all cross-references and other similar referrals.

If by chance a policy statement is not found, one of these things has occurred: (1) the board does not have a policy or rule on the subject; (2) another classification (Cf.) is overriding and should be read to determine the board's policy; or (3) the code is consolidated with another code. This latter statement makes it incumbent on the reader to check the index and/or the table of contents before looking for the subject matter.

There will be times when a policy does not have a rule. If this occurs, the reader must assume that the board felt the policy was self-executing and did not need an implementing rule.

You will note that the letter code with the policy title appears as always in the upper left hand margin. Note that the letter code is also printed in the upper right margin, a change that will help the reader "thumb" through the pages and find a particular page much more easily. The reader will also note that multi-paged policies and rules are now numbered which will assist in keeping pages in order. Policy paging is illustrated, for example, as: AC, AC-2, while the rule paging is AC-R, AC-R-2. There is not symbol for page one on any policy or rule.

The reader will also note that the rule, if any, now immediately follows the policy. This has helped eliminate many pages, but the reader will have to be alert to the letter code to remember if he/she is reading a policy (AC) or a rule (AC-R). In the event a policy has more than one page, e.g., AC-2; the rule to AC, if any, will follow immediately as AC-R. If there are several pages to a rule, the second page letter code will be AC-R-2 and will be found in the upper right margin. Reference to these pages will help board members and staff turn immediately to the correct page without any trouble or confusion.

State Law and Negotiated Contracts

These policies do not contain any statutory language or negotiated contract language. They exist in other, separate documents. If the reader is in doubt about the subject being pursued, he/she should ask the superintendent or some other administrative staff member for guidance.

Any district may request KASB policy writers to assist them in the drafting of locally generated policies or amendments or in the alpha-coding and placement of new policy.

Updating Your Policy Book

KASB is responsible only for the contractual obligation of furnishing the district with the one contract copy of board policy and rules. The KASB Up-Date Service will furnish quarterly additions, deletions and corrections as made necessary by the state legislature, court decisions and other legal precedents or decisions. All member districts will receive this Up-Date Service at no additional charge.

SYMBOLS

The policy classification system employs these signs and symbols which are explained below.

SN Scope Note -- A brief statement used when necessary in order to clarify and/or limit the intended use of a descriptor entry.

Administrative Personnel

SN For school management and supervisory personnel below are district superintendent level, e.g.,

Also A prefix to a parenthetical code to indicate the identical term (and similar school board policy) appears elsewhere in the classification system, e.g.,

BCBI (Also KCA) Public Participation
KCA (Also BCBI) Public Participation

Cf. A prefix used to indicate a cross reference to another policy or rule of similar subject matter, e.g.,

AFC (Cf. JGFA) Emergency Closings
JGFA (Cf. AFC) Emergency Drills

-R An affix to a policy code to indicate that the statement following is an administrative rule for a school board policy

See A prefix to a parenthetical letter coding to indicate the preceding code is consolidated with referenced code in the parentheses, e.g., CK (See CG)

Definitions

These policies and rules have been edited and revised to provide inclusive language throughout the manual.

1. Wherever the word "superintendent" or "principal" occurs, the words "or designated representative" are assumed to follow.
2. Wherever the word "parent" occurs, the words "or legal guardian" or "legal custodian" are assumed to follow.