

## **KASB POLICY SERVICE DISCLAIMER**

KASB has attempted to provide recommended policies and recommended policy updates which reflect the current legislative charges and intent, court decisions and agency rules and regulations recognizing general operations procedures of schools in Kansas and the nation.

The recommended policies and recommended policy updates have been reviewed by KASB attorneys to ensure compliance with federal and state laws and regulations.

Use of KASB recommended policies does not guarantee the cooperative will not be involved in legal proceedings and challenges to decisions made by the cooperative based on these policies.

KASB assumes no financial or legal liability responsibility for cooperative losses incurred by the cooperative resulting from litigation filed against the cooperative as a result of the use of the KASB Policy Service recommendations. All recommended policies should be reviewed, discussed, and changed to meet the unique and individual needs of the cooperative and approved by the board.

## **PREFACE**

The policies and administrative rules of the Doniphan Cooperative are the results of a combined effort of the professional staff of the Kansas Association of School Boards, the board of directors and the cooperative'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 cooperative at the time of the first draft. Upon completion of the first draft, a KASB staff member and selected staff members of the cooperative edited all of the proposed policies and rules resulting in the preparation of a second draft to be presented to the board. The board consulted 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 cooperative's staff in the preparation of these policies and rules. A special acknowledgment 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 cooperative's board.

### **Understanding the Policy System**

Policies are principles adopted by the board to chart a course of action. They tell WHAT is wanted and may include WHY and HOW MUCH. They should be broad enough to indicate a line of action to be taken by the

administration in meeting a 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 the thinking that produced the model and guided the board and the cooperative's staff in developing the final, adopted policies and rules.

There is one binder containing thirteen sections of the policies and rules.

These sections are as follows:

- A – COOPERATIVE ORGANIZATION
- B – COOPERATIVE BOARD OPERATIONS
- C – GENERAL COOPERATIVE ADMINISTRATION
- D – FISCAL MANAGEMENT
- E – BUSINESS MANAGEMENT
- F – FACILITY EXPANSION PROGRAM
- G – PERSONNEL (certified and noncertified)
- 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 of 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 to determine if “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 should read all cross-references and other similar referrals.

If by chance a policy statement is not found, one of three things has occurred: (1) the board does not have a policy or rule on the subject; these codes will be marked with an asterisk (\*); (2) another classification (See) 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.

### The Computer System

The computer has enabled KASB to put its model policies and rules on the IBM system so it can “call” up material to be reprinted, corrected, modified or changed in any way. The staff can delete words, sentences, paragraphs and rearrange words, sentences and paragraphs, without retyping the entire page. It makes updating easier and less expensive.

Computerization also has enabled the policies and rules to fit easily in one three-ring binder.

A few changes in format were initiated with the computerized system. 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 you “thumb” through the pages and find a particular page much more easily. 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 no symbol for page one on any policy or rule.

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 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 should ask the director or some other administrative staff members for guidance.

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

#### Updating Your Policy Book

KASB is responsible only for the contractual obligation of furnishing the cooperative with the one contract copy of board policy and rules. The KASB Up-Date Service will furnish periodic additions, deletions and corrections as made necessary by the state legislature, court decisions and other legal precedents or decisions. All member cooperatives 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 the director level, e.g.,

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

BCBI (Also KCA) Public Participation

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(See) A reminder used to indicate a cross reference to another policy or rule of similar subject matter for example:

AFC (See JGFA) Emergency Closings

JGFA (See 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.

## Definitions

1. The masculine pronoun is used throughout these policies and rules in the generic sense and refers to both feminine and masculine antecedents.

2.           Wherever the word “director” occurs, the words “or designated representative” are assumed to follow.