

POLICY MANUAL

GLOUCESTER COUNTY PUBLIC SCHOOLS GLOUCESTER, VIRGINIA

INTRODUCTION

This manual contains the policies of the Gloucester County School Board (reproduced on white paper); the major regulations intended to implement policy (blue paper); and certain references to "exhibit" documents that relate to the policies and/or regulations (pink paper).

Policy development in a modern, forward-looking school division is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Board employs the loose-leaf format for this manual. It is easy to keep up-to-date.

Each person holding a copy of this manual will make a diligent effort to keep it up-to-date as new policies, regulations, and exhibits are distributed by the Gloucester County School Board Central office.

How to Use This Manual

The Gloucester County Schools operate according to policies established by the Board. The Board, which represents the state and local community, develops policies after careful deliberation, and the school administration implements them through specific regulations and procedures. The Board then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies. Copies will be maintained in each of the school libraries and in the administration building.

How the Manual is Organized

The 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--FINANCIAL MANAGEMENT
- E--SUPPORT SERVICES
- F--FACILITIES DEVELOPMENT
- G--PERSONNEL
- H--NEGOTIATIONS
- I--INSTRUCTIONAL PROGRAM
- J--STUDENTS
- K--SCHOOL-COMMUNITY RELATIONS
- L--EDUCATION AGENCY RELATIONS

Subclassification under each heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the page immediately following the tab for Section A-FOUNDATIONS AND BASIC COMMITMENTS.

The pages which follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section or "chapter" of this manual.

How to Find a Policy

There are two ways to find a policy (or regulation) in the manual:

1. Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for the term to locate the sheet which will appear in alphabetical order by code within that particular section; (All pages of the manual are coded in the upper right-hand corner.)
2. Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of most terms used in education. Look up your topic as in any index, find the code, and use the code to locate the sheet in the manual.

What if you can't find the term you are seeking? The code finder lists more than 900 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or a more general or specific term appropriate to the topic.

What if you can find the term and code, but there is no policy or regulation? This probably means that the school system has not written a policy or regulation in the particular area. All terms used in the classification system appear in the sectional tables of contents and code finder to accommodate the coding, insertion, and finding of policies or regulations that may be issued later. But there is one other possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read up the classification system. For example, a policy statement which related to all meetings of the Board might be filed under "School Board Meeting" (BD) rather than "Regular Board Meeting" (BDA).

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