

## **HEMINGFORD PUBLIC SCHOOLS**

### **POLICY MANUAL**

#### **INTRODUCTION**

This policy manual contains the policies of the board of directors of Hemingford Public Schools. Policy development 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. The use of a loose leaf manual is to make it easier to keep the policy manual up-to-date.

Each person holding a copy of this manual has a duty to keep the manual current as new and revised policies are distributed by the central administration office.

#### **How To Use This Policy Manual**

The school district operates according to policies established by its school board. The board develops policies after careful deliberation, and the school administration implements them through specific regulations and procedures. The board reviews and evaluates its policies and makes revisions as necessary.

The manual is organized according to a numeric codification system. There are ten major classifications bearing a numeric Section Code.

- 100 DISTRICT ORGANIZATION AND BASIC COMMITMENTS
- 200 SCHOOL BOARD
- 300 ADMINISTRATION
- 400 PERSONNEL
- 500 STUDENTS
- 600 INSTRUCTION
- 700 BUSINESS OPERATION
- 800 SUPPORT SERVICES
- 900 BUILDINGS AND SITES
- 1000 COMMUNITY AND EDUCATION AGENCY RELATIONS

Subclassifications under each numeric Section are based on a logical sequence and coded by the subclassification numeric code.

The index pages that follow each tab present the policies included in that Section. These index pages serve as a table of contents for each Section.

### How To Find A Policy

There are two ways to find a policy. The first is to review the ten sections and determine which section the policy may be in. By turning to that section, you can review the table of contents to determine whether the policy is included. If the policy is included, you can turn to the policy by finding the correct code number in the upper right hand corner of the policy.

The second way to find a policy is to look up the policy in the alphabetical index found under the tab entitled "Index" at the end of the manual. It will direct you to the section and the policy code number. Again, you can turn to the policy by finding the correct code number in the upper right hand corner of the policy.

### How To Read The Signs And Symbols

A variety of signs and symbols are used in concert with the numeric codification system. These are explained below:

- No symbol indicates this is an actual policy adopted directly by the board for the governance of the district. Policies appear on blue paper.
- R This symbol following a policy code number indicates the statement is an administrative regulation rather than a board policy. These statements appear on yellow paper.
- E This symbol following a policy code number indicates the statement is an exhibit rather than a board policy. These statements appear on white paper.
- Legal This sign indicates the legal references. They tell the user where to find the statutes, case law, attorney general opinions, or administrative rules that give authority to a policy.
- Cross Many policies in the manual relate to other policies in the Reference manual. Cross references are provided to assist the user in finding all of the related policies.

Inquiries about the policies included in this manual may be directed to the board members or to the superintendent by telephone at (308) 487-3328 or by writing the school district at P.O. Box 217, Hemingford, NE 69348.