

VALLEY CENTER

USD 262

POLICY MANUAL

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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 district will not be involved in legal proceedings and challenges to decisions made by the district based on these policies.

KASB assumes no financial or legal liability responsibility for district losses incurred by the district resulting from litigation filed against the district 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 district and approved by the board.

Approved: March 18, 2019

12/95; 4/07; 9/18

PREFACE

The following policies of Unified School District (USD) 262 are the result of a combined effort of the staff at the Kansas Association of School Boards, the Board of Education, and district staff.

KASB has written the policy models and integrated appropriate policies and procedures being used locally. Upon the completion of the first draft of this manual, KASB staff consulted with the board and/or selected district staff members to arrive at the final draft. This final draft was then adopted by the board.

Understanding the Policy System

Policies: principles adopted by the school board to chart a course of action. They tell what is wanted by whom and may include also why and how much. They should be broad enough to provide the administration with flexibility and guidance in handling the day-to-day issues which arise. They also should be narrow enough to give the administration clear guidance.

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

A binder contains these thirteen sections of policies. These sections are:

- A -- SCHOOL DISTRICT ORGANIZATION**
- B -- SCHOOL BOARD OPERATIONS**
- C -- GENERAL SCHOOL ADMINISTRATION**
- D -- FISCAL MANAGEMENT**
- E -- BUSINESS MANAGEMENT**
- F -- FACILITY EXPANSION PROGRAM**
- G -- PERSONNEL (Licensed and Non-Licensed)**
- H -- NEGOTIATIONS**
- I -- INSTRUCTIONAL PROGRAM**
- J -- STUDENTS**
- K -- GENERAL PUBLIC RELATIONS**
- L -- INTERORGANIZATIONAL RELATIONS**
- M -- RELATIONS WITH OTHER EDUCATION AGENCIES**

The purpose of policy is to guide the board, administrators, and other staff in operation of the district.

The Index

The index is designed to help the user find the subject described in the appropriate policy.

When Using This Manual

Proper use of this manual includes, looking up the subject matter in the index or tables of contents at the front of each section and proceeding to the policy section first. Proceed to the alpha code in the appropriate section and read the policy. Once this is done, cross-references should also be read if the desired subject is cross-referenced to any other policy.

State Law and Negotiated Contracts

Policies do not contain any statutory language or citations or negotiated contract language unless necessary. They exist in separate documents which should be consulted as needed. If there is doubt about the subject being considered, guidance should be sought from the superintendent or another administrative staff member.