

PREFACE

The policies and administrative rules of the Pennfield Schools Board of Education, Calhoun County, Michigan, are the result of a combined effort of the professional staff of the Michigan Association of School Boards, the Board of Education and the District's staff.

The staff of MASB has written the policy and rule model and integrated into that model the valid policies and procedures selected by the District at the time of the first draft. After forwarding the first draft, a MASB staff member, and selected staff members of the District worked in consort to edit all of the proposed policies and rules resulting in preparation of a final draft to be presented to the Board.

A special acknowledgement should go to the Board members and to the Superintendent of Schools who spent many hours studying the drafts and revisions to these policies and rules.

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 are 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, REGULATIONS OR PROCEDURES 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. They are not adopted by the Board, but, rather, are changed, as needed, by the administration to meet the needs of day-to-day policy enforcement and administration of the schools.

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 and review of rules.

One “hard copy” of the bylaws and policies are kept in a binder containing nine sections of policies and, where appropriate, administrative rules. These sections are as follows:

- 1000 — BOARD BYLAWS
- 2000 — GENERAL SCHOOL ADMINISTRATION
- 3000 — FISCAL MANAGEMENT
- 4000 — BUSINESS MANAGEMENT
- 5000 — PERSONNEL
- 6000 — NEGOTIATIONS
- 7000 — INSTRUCTIONAL PROGRAM
- 8000 — STUDENTS
- 9000 — GENERAL PUBLIC AND ORGANIZATIONAL RELATIONS

This type of classification system is designed for computer use and adaptation to publication of the manual on the WWW, and conforms to sound principles of information storage and retrieval; to sound principles of school governance; and 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 discrete 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 Index

The index, finalized following final Board approval of the manual, is designed to help the user find the subject described in the appropriate policy. The index also includes many terms not used in the classification system but that are still 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., Sale of Bonds, see “Borrowing and Debt Service.”

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 the hard copy of the manual properly, the reader should look up the subject matter in the index and turn to the policy section first. (If published on the WWW via the MASB "POWER" Program, the task of "searching" is done through use of a simple or "advanced" search for ease of reference and retrieval.) 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 see if the symbols "Cf.," "Also" or "See" are present. The reader should turn to the numeric 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 three 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 in the hard copy that the numeric code with the policy title always appears in the upper left hand margin and, in addition, is printed in the upper right margin; this will help the reader to "thumb" through the pages and find a particular page much more easily. The reader will also note that multi-paged policies and rules are numbered which will assist in keeping pages in order. Policy paging is illustrated, for example, as 2550, 2550-2, while the paging for administrative RULES is 2550-**R**, 2550-**R-2**.

There is no symbol for page one on any policy or rule. Pages of the hard copy of the manual are not numbered sequentially. This is done to avoid the need to renumber, totally, the entire manual in the event of the addition or deletion of a page.

The reader will also note that the rule, if any, immediately follows the policy. The reader will have to be alert to the numeric code to remember if he is reading a policy (2550) or a rule (2550-R). In the event a policy has more than one page, e.g., 2550-2, the rule to 2550, if any, will follow immediately as 2550-R. If there are several pages to a rule, the second page letter code will be 2550-R-2 and will be found in the upper right margin. Reference to these pages will help Board members and staff members turn immediately to the correct page without any trouble or confusion.

State Law and Negotiated Contracts

These policies are designed to contain little or no 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 MASB policy writers to assist them in the drafting of locally generated new policies or amendments or in the numeric coding and placement of new policy.

Updating Your Policy Book

The District should have one person, usually the Board Secretary, Clerk of the Board or Superintendent, to insert new or changed policy in the Board policy book. This should be done within seven days of Board action on new or changed policy, and the old policy page placed in the historical record copy of Board policy, in the case of hard copies, or insertion into an electronic version of the manual. The practice of having several different people adding or deleting pages, or changing electronic records in the District's policy book increases the possibility of error and thus decreases the efficient use of the policy book.

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 District Superintendent level, e.g.,

Also A prefix to a parenthetical code to indicate that the identical term (and similar school Board policy) appears elsewhere in the classification system, e.g., 1370 (Also 9110) Public Participation 9110 (Also 1370) Public Participation

Cf. A prefix used to indicate a cross reference to another policy or rule of similar subject matter, e.g., 4080 (Cf., 8620) Emergency Closings 8620 (Cf., 4080) 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 number code to indicate the preceding code is consolidated with referenced code in the parentheses, e.g., 2560 (See 2470)

Definitions

1. All LEGAL REF. (Legal References) are placed at the end of the policy, not after the -R or rule portion.
2. LEGAL REF.'s include:
 - a) The Revised School Code
 - b) Laws Relating to Education, February 1990 (or later)
 - c) Administrative Rules Relating to Education, November 1989 (or later)
 - d) OAG – Attorney General opinions
 - e) MCL – Michigan Compiled Law
 - f) USCA - U.S. Code Annotated
 - g) CFR – Code of Federal Regulations

h) MDE - Michigan Department of Education Booklets or Guidelines

If published on the WWW under the MASB “POWER” Program, a special “preface” will appear in the on-line version that explains the use of the on-line manual.