

Board Policy Manual
of
Phenix City Board of Education
Phenix City, Alabama

This manual contains the policies of the Board of Education; some major administration regulations and/or procedures intended to implement policy; and certain reference or exhibit documents that relate to policies, regulations, and/or procedures.

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. This is why the Board uses the loose leaf format for this manual.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations, procedures and exhibits are distributed by the Superintendent.

How To Use This Manual

The Phenix City Board of Education operates according to policies established by the Board. The Board, which represents both the state and local community, develops the policy after careful deliberation, and the school administration implements them through specific rules and regulations. The Board then appraises the effects of its policies and makes revisions as necessary.

In the interest 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.

How The Manual Is Organized

The manual is organized according to the classification system developed by the Education Policies Service of the National School Board Association and revised by the Alabama Association of School Boards. The system provides an efficient means for coding, filing, and finding Board policies, administrative rules, and other documents.

There are 13 major classifications each bearing an alphabetical code:

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

Subclassification under each major heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the bordered pages immediately following the tab for Section ABSCHOOL DISTRICT ORGANIZATION.

The pages which immediately follow the tab for each major section present the classification system, section by section, and serve as the table of contents for each section or Achapter® 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 13 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that 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 the particular section. (All pages of the manual are coded in the upper right-hand corner,)

or- -

2. Turn to the code finder at the end of the manual. The code finder is a alphabetic index of all terms used in the classification system. It also includes other terms commonly 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.

Using the Signs and Symbols

Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or examining policies. Included are the following:

- | | |
|----|--|
| SN | Scope Note. These notes appear following certain entries in the sectional tables of contents to clarify or limit the use of the term. |
| CF | Confer. Certain policies relate to other policies. When a policy bears two or more codes in the upper right-hand corner with the second code (and perhaps others) preceded by the Symbol of CF.. Check statements under such codes for related statements. |

ALSO: Certain policies bear two codes in the upper right-hand corner. When the second code is preceded by the word "Also", it means that the identical policy is filed under both codes.

Ref: Pertinent legal references are given to tell the reader when in state or federal law he may find specific statutes that relate to a policy. Court cases are also cited when applicable to certain policies. Selected federal citations are included also.

* Asterisks are used in the column labeled "Policy" on the right of each table of contents page to identify each descriptor for which a copy has been included within the Manual.

The masculine pronoun "he" and its derivations are used in a generic sense or when the sex of the person is unspecified.

In the event that any policy adopted by the Phenix City Board of Education is in conflict with any section and with an article of the Code of Alabama, the provisions as stipulated in said Code will take precedent.

It is the intent of the Phenix City Board of Education that this collection of policies will create greater effectiveness and efficiency in all areas of school operations.

Phenix City Board of Education

PLEASE NOTE: All copies of this manual are the property of the Phenix City Board of Education.

MAJOR CLASSIFICATIONS

<u>Section</u>	<u>Classification</u>
A	SCHOOL DISTRICT ORGANIZATION
B	SCHOOL BOARD OPERATIONS
C	GENERAL SCHOOL ADMINISTRATION
D	FISCAL MANAGEMENT
E	BUSINESS MANAGEMENT
F	FACILITY EXPANSION PROGRAM
G	PERSONNEL
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