

# POLICY MANUAL OF THE WAYNE COUNTY BOARD OF EDUCATION

## Board Members:

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# Introduction

Policies are principles adopted by the Board to chart the course of action and to provide good, efficient and consistent operation of a school district. This manual contains policies which have been prepared as a guide for the board of Education, director of schools and other school personnel.

## **Organization**

This manual is organized according to the classification system adopted by the Tennessee School Boards Association. The six major classifications used are as follows:

- 1 - School Board Operations
- 2 - Fiscal Management
- 3 - Support Services
- 4 - Instructional Program
- 5 - Personnel
- 6 - Students

Policies contained in this manual are written and generally accepted interpretations of state and federal law and court decisions, State Board of Education regulations, State Attorney General opinions and generally accepted educational practices.

This manual will never be complete because policy development must be a continual process in order to provide the best educational program for the school district.

## **Use of Terms and Symbols**

Various terms and symbols which are used in relation to the classification system may require some clarification. Included are the following:

*Board -*

*He/his/him - Terms referring to "person" regardless of gender*

*St/Stat - Entire policy is law or State Board Regulation*

*TRR/MS - Rules, regulations, and Minimum Standards of the Tennessee State Board of Education*

*TCA - Tennessee Code Annotated*

*USCA - United States Code Annotated*

*Descriptor Code - Numerical Locator Code found on each policy*

Legal Reference - Reference to a statement of policy which has an educational and legal basis in state or federal laws, court decisions, opinions of the attorney general, and State Board Rules and Regulations

### **How to Find a Policy Statement**

Consider where the statement would be filed among the six 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 numbers given for the term to locate the policy which will appear in numerical order by code within the particular section. All policies in the manual are coded in the upper right corner.

### **Policy Dates**

Final adoption of this policy manual by the Wayne County Board of Education was 12/11/03. All policies and policy amendments approved by the Board after final adoption date bear the date of approval, and if revised, the date of recession.

### **Maintenance of Policy Manuals**

All policy manuals are the property of the Wayne County Board of Education and shall be considered as "on loan" and subject to recall at any time deemed necessary by the Board or the director of schools for the purpose of updating or redistribution.

The director of schools shall be responsible for keeping inventory of the manuals and to whom they are assigned, and assuring that each manual is updated. When new policies are approved or existing policies are revised, the office of the director of schools shall be responsible for sending sufficient copies of the policies or revisions to all manual holders.

### **Content Limitations**

This manual is designed to provide accurate and authoritative information in regard to the subject matter covered. It is provided with the understanding that TSBA, its agents and employees, are not engaged in rendering legal, accounting or other licensed, professional service through its distribution. If legal advice or other assistance is required, the services of the School Board attorney or other appropriate expert should be sought.