AMHERST COUNTY PUBLIC SCHOOLS
AMHERST, VIRGINIA

SCHOOL BOARD POLICY MANUAL

INTRODUCTION

This manual contains the policies of the Amherst County School Board.

Policy development in a modern, forward-looking school system 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 employs the loose-leaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual is to make a diligent effort to keep it up to date as new policies are distributed by the superintendent's office of the Amherst County Schools. The clerk of the Board will provide up-to-date policies to each person, office, or library holding a copy of this manual.

How to Use This Manual

The Amherst County Schools operate according to policies established by the Amherst County School Board. The Board, which represents the state and local community, develops policies after careful deliberation, and the school administration implements these policies through specific regulations and procedures. The Board then evaluates the effects of its policies and makes revisions as necessary.

In the interests 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. Copies will be maintained in the school libraries, principals' offices, and School Board/Superintendent's office.

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How the Manual is Organized

The manual is organized according to the classification system developed by the Educational Policies Services of the National School Boards Association. The system provides an efficient means of coding, filing, and finding policies, regulations, and other documents.

There are 12 major classifications, each bearing an alphabetical code:

A -- FOUNDATIONS AND BASIC COMMITMENTS

B -- SCHOOL BOARD GOVERNANCE AND OPERATIONS

C -- GENERAL SCHOOL ADMINISTRATION

D -- FISCAL MANAGEMENT

E -- SUPPORT SERVICES

F -- FACILITIES DEVELOPMENT

G -- PERSONNEL

H -- NEGOTIATIONS   (Inactive section)

I -- INSTRUCTIONAL PROGRAM

J -- STUDENTS

K -- SCHOOL-COMMUNITY RELATIONS

L -- EDUCATION AGENCY RELATIONS

Sub-classification under each heading is based on logical sequence and alphabetical sub-coding. Each of the 12 major classifications is tabbed. Following the tab page is a table of contents for that section.

How to Find a Policy

Consider where the policy would be filed among the 12 major classifications. Turn to the tab and table of contents for that section and glance down the listing until you find the term that most closely fits the topic that 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.)