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

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

12/95; 4/07; 3/12

PREFACE

The policies of Education Service Center 602 are the results of a combined effort of the professional staff of the Kansas Association of School Boards, the board of directors, and the service center's staff.

The staff of KASB has written the policy model and integrated into that model appropriate policies and procedures being used in the service center at the time of the first draft. Upon completion of the first draft, a KASB staff member and selected service center staff members edited the proposed policies resulting in preparation of a second draft to be presented to the board. When requested, KASB staff members consulted with the board and selected staff members to arrive at the final draft. This final draft was then adopted by the board.

Understanding the Policy System

Policies are principles adopted by the service center board to chart a course of action. They tell WHAT is wanted and may include also WHY and HOW MUCH. They should be broad enough to provide the administrators with guidance in handling the day-to-day issues which arise; they should be narrow enough to give the administration clear guidance.

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

There is one binder containing thirteen sections of policies. These sections are:

A -- SERVICE CENTER ORGANIZATION

B -- BOARD OF DIRECTOR OPERATIONS

- C -- GENERAL SERVICE CENTER ADMINISTRATION
- D -- FISCAL MANAGEMENT
- E -- BUSINESS MANAGEMENT
- F -- FACILITY EXPANSION PROGRAM
- G -- PERSONNEL (certified and noncertified)
- H -- NEGOTIATIONS
- I -- INSTRUCTIONAL PROGRAM
- J -- STUDENTS
- K -- GENERAL PUBLIC RELATIONS
- L -- INTERORGANIZATIONAL RELATIONS
- M -- RELATIONS WITH OTHER EDUCATION AGENCIES

The system's ultimate success depends on using these policies daily to guide administrators and other staff, as a management tool to facilitate board of director operations and actions.

The Index

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

When Using This Manual

To use this manual properly, the reader should look up the subject matter in the index and turn to the policy section first. The reader should check the table of contents found in the front of each policy section to determine if the desired subject is cross-referenced to any other policy. The reader should turn to the alpha code in the appropriate section and read the policy. After the reader has done this, cross-references should also be read.

State Law and Negotiated Contracts

These policies do not contain any statutory language, except where necessary, or negotiated contract language. They exist in other, separate documents, which should be consulted if needed. If the reader is in doubt about the subject being pursued, guidance should be sought from the director or another administrative staff member.

Definitions

1. When the masculine pronoun is used throughout these policies, it is intended to refer to both feminine and masculine antecedents.

2. Wherever the word "director" or "administrator" occurs, the words "or designated representative" are assumed to be included.