

Van Meter Community School District Policy Manual

Introduction

This policy manual contains the policies of the Board of Directors of the Van Meter Community School District. 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. The use of an on-line format is to make it easier to keep the policy manual up to date and provide better public access.

How To Use This Policy Manual

The Van Meter Community School District operates according to policies established by its Board of Directors. The Board attempts to develop policies after careful deliberation, and the school administration implements them through specific regulations and procedures. The board reviews and evaluates its policies and makes revisions as necessary.

The manual is organized according to a numeric codification system. There are nine major classifications bearing a numeric series code.

100	School District
200	Board of Directors
300	Administration
400	Personnel
500	Students
600	Educational Program
700	Non-Instructional Operation and Business Services
800	Building and Sites
900	School District-Community Relations

Subclassifications under each numeric series are based on a logical sequence and coded by the subclassification numeric code. Each section begins with a table of contents page to help find policies.

How To Find A Policy

Review the nine series and determine which section the policy may be in. By clicking on that series, you can review the table of contents to determine whether the policy is included. If the policy is included, you can scroll down to the specific policy by reviewing the code number in the upper right hand corner of the policy.

How to Read the Signs and Symbols

A variety of signs and symbols are used in concert with the numeric codification system. These are explained below:

R	This symbol following a policy code number indicates that the statement is an administrative regulation rather than a board policy.
E	This symbol following a policy code number indicates that the statement is an exhibit rather than a board policy.
Legal Reference	This indicates the pertinent legal references. They tell the user where the user may find the statutes, case law, attorney general opinions, or administrative rules that relate to a policy. This manual includes only some of the legal references pertaining to a policy. There are other laws and so forth that may also be applicable to a policy.
Cross Reference	Many policies in the manual relate to other policies in the manual. Cross references are provided to assist the user in finding all of the related information the user seeks.

Inquires about the policies included in this manual may be directed to the Board Members, Superintendent, or Board Secretary. Please call the District Office at 515-996-9960 or visit the district website at www.vmbulldogs.com.