RUDD-ROCKFORD-MARBLE ROCK COMMUNITY SCHOOL DISTRICT
POLICY MANUAL

INTRODUCTION

This policy manual contains the policies of the board of directors of the Rudd-Rockford-Marble Rock 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 loose-leaf manual is to make it easier to keep the policy manual up-to-date.

Each person holding a copy of this manual has a duty to keep the manual current as new and revised policies are distributed by the central administration office.

How To Use This Policy Manual
The Rudd-Rockford-Marble Rock Community School District operates according to policies established by its board of directors. The board develops 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	EMPLOYEES
500	STUDENTS
600	EDUCATION PROGRAM
700	NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES
800	BUILDINGS 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.

The index pages that follow each tab present the policies included in

that Series. These index pages serve as a table of contents for each Series.

How To Find A Policy
To find a policy, review the nine Series and determine which section the policy may be in. By turning to that Series, you can review the table of contents to determine whether the policy is included. If the policy is included, you can turn to the policy by finding the correct 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 the statement is an
                    administrative regulation rather than a board policy.

   -E   This symbol following a policy code number indicates the statement is an
                    exhibit rather than a board policy.

   Legal   This sign indicates the legal references. They tell the user where the user
   Reference   may find the statutes, case law, attorney general opinions, or administrative   rules that give authority to a policy.

   Cross   Many policies in the manual relate to other policies in the manual. Cross
        Reference   references are provided to assist the user in finding all of the related
                    policies.

Questions about the policies included in this manual may be directed   to the board members or to
The superintendent by telephone at (641) 756-3610 or by writing the   school district at
P.O. Box 218, 1460 210th Street, Rockford, IA 50468.