

## POLICY MANUAL ORGANIZATION

The Marshall Academy Board of Directors Policy Manual is organized into the areas of:

- Organizational Purpose 1000 Series
- Executive Limitations 2000 Series
- Board/Staff Relationships 3000 Series
- Board Governance 4000 Series

### Coding System:

All series begin with the broadest statement on the policy series topic. The succeeding policies represent further content and depth (the degree to which the policy language goes into more specific detail).

The numerical coding does not reflect a priority listing. This allows a number designation for derivative policies as they are formed so that a clear connection is made among them.

Each component of the Board Policy Manual is differentiated by color:

- White corresponds to Policies (1000 Series through 4000 Series)
- Pink corresponds to Regulations (Board Regulations or Administrative Regulations) (Bd. Reg. or Ad. Reg.)
- Green corresponds to Forms and Reference Pages (Ref.)

The Table of Contents differentiates the components of the Board Policy Manual as follows:

- Policies are listed in **Bold** face type.
- Forms and Regulations are listed in Regular face type.
- References are listed in *Italic* face type.

### Use of Pronouns in Written Language:

Language used in the masculine in any policy or regulation shall be read and construed in the feminine or neuter as it applies. Further, language used in the singular or plural in any policy or regulation shall be read and construed in the singular or plural as it applies.

## **DISTRIBUTION OF POLICY MANUAL**

A Board Policy Manual will be distributed to the following:

- Board of Directors Members
- Headmaster and other Administrators
- School Office(s)
- Management Company

### **Dissemination Procedure:**

The Board Secretary, or designee, shall be responsible for the distribution of all policies, Board regulations, Administrative regulations, and pertinent forms, along with directives to add, delete and/or replace pages in the current Policy Manual.

All dissemination of said pages shall occur simultaneously to all designated parties, insofar as possible; further, they shall, at all times, be accompanied by a standard form cover letter designating the recipient, date, directives, and attachments.

Said cover letter shall, at all times, be reproduced on a color-specific paper that will be used consistently for this purpose.

### **Updating Policy Manual:**

The Board of Directors Policy Manual is loose leaf in nature to facilitate adding, deleting, or revising policies or regulations when and if necessary

The Board of Directors assumes no liability for keeping copies of the Policy Manual updated which are in circulation. Master copies shall be kept by the Headmaster's Administrative Assistant in their Office. The Headmaster's Administrative Assistant shall provide backups of all Policy Manual pages on magnetic media that shall be stored off site.

The Board Secretary, or designee, shall provide copies of all new or revised policies and regulations to the persons prescribed by the Board to receive copies of the Policy Manual, and directives to add, change, and/or delete specified policies or regulations

## **POLICY/REGULATION DISSEMINATION FORM**

**TO:**

**FROM:** Board of Directors

**DATE:**

**RE:** Policy Manual Updates

**The attached items are to be added to your Board Policy Manual:**

- (Policy #)
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**The following items should be removed from your Board Policy Manual:**

- (Policy #, Date, and Title)
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**Thank you.**

**Attachments**