

SUBJECT: FW: Model Policy Manual
FROM: District Office <district.office@dist283.org>
TO: Steve Kirkland <steve.kirkland@dist283.org>
DATE: 28/08/2018 13:09
ATTACHMENTS (20180828-130922-0000014): [Model Policy Manual as of 2018.08.29.zip](#)

From [REDACTED]
Sent: Tuesday, August 28, 2018 1:00 PM
To: District Office <district.office@dist283.org>; Steve Kirkland <steve.kirkland@dist283.org>
Cc: [REDACTED]
Subject: Model Policy Manual

Good afternoon,

We've just received and processed payment for the District's purchase of the Model Policy Manual.

Thank you for purchasing the ISBA Model Policy Manual in MS Word Format. The updated manual in Word format allows for manipulation and revision by your district as well as easy assimilation of our Policy Update Service Releases. Our model policy manuals are provided in fulfillment of our philosophy of providing quality services to our members at a reasonable price.

To access this Model Policy Manual, simply:

1. Save and open the attached folder.
4. Click on the Introduction Page.
5. Take a moment to read and understand the information in the disclaimer.
6. Click on Table of Contents.
7. Then select the folder section you wish to view.

The policy manual should be copied onto a hard-drive and backed up regularly to ensure that it can be kept up to date as revisions are made. ISBA will not be responsible for the loss of or damage to this email or the attached file.

The policies should be carefully reviewed, revised, and/or deleted to meet your local district needs. Some policies and procedures offer different options. These options will have the word "alternative" in the header, which means the Board needs to choose between the alternatives and only adopt one policy on that topic.

Thank you for your purchase. Please feel free to contact me with any questions.

Warm regards,

[REDACTED]
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