

Administration

Policy and Regulations Systems

2231

A Policy Manual

Introduction: The Superintendent and the Board shall establish and maintain an orderly plan for maintaining and promulgating policies and bylaws adopted by the Board. Board policies, bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies: Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

A policy is a guide for discretionary action. It must be narrow enough to give clear guidance to the Superintendent in making decisions, but must be broad enough to allow discretion in making decisions as necessary in meeting the circumstances of individual cases.

The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change. The Board shall develop a procedure specifying how policies will be developed and presented to the Board.

Guidelines for Developing Policy: Recommendations for the development of policy statements should contain the following:

1. reason for the policy;
2. areas of the school system affected;
3. legal and policy references (where applicable).

The Superintendent is responsible for developing and implementing district regulations and shall involve staff members in regulation development and implementation. Regulations should be complete, consistent with Board policy, and capable of reasonable implementation.