

**SUBJECT: POLICY AND ADMINISTRATIVE REGULATIONS**

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the District is governed. The Board recognizes that written policies are essential to District governance in that they:

- a) Govern effectively and efficiently across time, situations, and individuals.
- b) Provide the foundation and guidance for administrative action.
- c) Publicize the federal, state, and local rules that govern the District.
- d) Help to monitor progress by including guidelines for reporting to the Board, and by specifying measurable outcomes and periodic evaluations.

**Policy Development**

The Board is committed to developing written policies which:

- a) Clearly define the District's goals and objectives and reflect the Board's vision.
- b) Define roles and responsibilities.
- c) Provide the Superintendent and District staff with clear guidance regarding expected District administration.
- d) Allow for flexibility that is needed for day-to-day operations.
- e) Include measurable outcomes, periodic evaluations, and/or guidelines for reporting to the Board.

Any member of the Board, District staff, students, parents, District taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the **Superintendent and/or the Board President**. The Superintendent shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Superintendent shall be responsible for identifying the individuals and groups who will be affected by the policy and for seeking input from them on policy initiatives.

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The Superintendent shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- a) Is within the scope of the Board's authority.
- b) Is consistent with state and federal law and the state and federal Constitutions.
- c) Supports the District's goals and objectives.
- d) Reflects good practice (e.g., educational, personnel, business, etc.).
- e) Is reasonable and not arbitrary or discriminatory.
- f) Adequately covers the subject.
- g) Is consistent with the Board's existing policies.
- h) Can be administered in a practical, cost effective manner.

**Adoption**

Once a proposed policy has been drafted, it shall be placed on the Board's agenda for a first reading, giving all persons interested in it an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so.

If the draft policy is acceptable or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading, at which time the Board will officially act.

The school attorney shall review every new policy or revision to an existing policy prior to its being adopted by the Board.

**Implementation**

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the Board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it. **At a minimum, a copy of any new or revised policy shall be distributed to the Board of Education and the school attorney.**

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The Board policy manual shall be kept in the District Office and made available to the public upon request. A copy of the Board policy manual shall also be kept in each school building **and any other locale specified by the Board.**

**Review**

The Superintendent shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee **will review portions of the policy manual annually, in such a way that every policy is reviewed once every two (2) years,** and will make recommendations to the full Board regarding updates as necessary to ensure that the policies are consistent with Board goals and District practices.

**Regulation Development**

The Superintendent of Schools shall be responsible for developing regulations consistent with policies of the Board of Education. In developing such regulations, the Superintendent **may** seek the advice and opinions of any staff member who will be affected by the proposed regulations.

All regulations must be reviewed and approved by the Board prior to being put into action. Changes to District regulations may be promulgated in emergency situations, but all such changes must be approved by the Board at the next Board meeting.

Education Law Sections 1604, 1709, 1804

Adopted: 5/19/15