

Board Policies and Administrative Regulations Policies and Procedures

General. The Board is the policy making body of the District and as such is responsible for the development and adoption of policies applicable to the public schools and facilities within the District. The application of policies is an administrative task to be performed by the Superintendent and other staff who are to be held responsible for the effective administration and supervision of the entire school system.

Policy Categories. The Board sets policy through the adoption of its bylaws and written policies and regulations and through the authority it grants, generally or in specific instances, to the Superintendent to adopt administrative regulations. The division among bylaws, policies and regulations is summarized as follows:

- Bylaws: The bylaws shall describe the legal and Board governance structure of the District and shall be deemed policies of the Board.
- Policies. The policies of the District shall describe the general goals, mission, values and philosophy of the District and shall direct the general administration of the District. Policies tell what is wanted and may also indicate why and how much. Policies should define clearly the goals and objectives of the District while allowing for the flexibility that is vital to day-to-day operations. Policies should define roles and responsibilities (who is supposed to do what) and include measurable outcomes.
- Administrative Regulations. The regulations of the District shall describe the procedures and details applicable to implementation of Board policies, the day-to-day operation of the schools and maintenance of the District's facilities.

Adoption and Review. The Board's Policy Committee together with the Superintendent shall have responsibility for developing, reviewing and recommending policies to the full Board. During its deliberations, the Policy Committee shall seek appropriate input from staff and community members. The Policy Committee shall submit recommended additions and changes to the Board for its approval at any regular or special meeting called for that purpose. Each policy change will be submitted to the Board for a first reading, during which amendments may be offered. At a subsequent meeting the proposal (as amended as a result of the first reading) will be placed on the Board's agenda

for a second reading and action. Further amendments to the proposal may be introduced and acted upon at the second reading. Action on a policy change may be tabled for future consideration, however, if a proposal is defeated by vote of the Board, the adoption process for that policy is ended and the process relative to that policy must commence again.

A Board member may request that consideration of a policy be placed on the agenda for any Board meeting, if the Policy Committee, after having full opportunity to consider the member's suggestion, fails to recommend action satisfactory to the member.

Administrative regulations may be adopted by the Board or, after receiving such comment and review as the Superintendent deems reasonable and prudent from other members of the administrative team, Board members, teachers, students or the public and after notice to the Board, by the Superintendent. Regulations may be adopted by the Board after one reading.

Absence of Guidance. The Superintendent is authorized to act in the best interest of the District in the absence of Board policy or guidance. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the possible need for policy or administrative regulation.

Interpretation. The bylaws, policies and regulations of the District shall be interpreted in terms of applicable laws, rules of the State Board of Education and Department of Education and other agencies of local, state and federal government and consistent with sound educational practices.

Adopted: **February 7, 1977 (old BF)**
 October 5, 1970 (old BFE)
 October 5, 1970 (old BFG)

Revised/Recoded: **August 25, 1999**