

REG: INTRODUCTION

POLICY AND REGULATION MANUAL INTRODUCTION

This loose-leaf "Policy Manual" has been developed to present a single reference to the laws, policies, and regulations by which these school districts are governed. The loose-leaf format is deliberate: laws, policies, and regulations may be added, modified, or deleted.

According to the National School Boards Association (NSBA), "perhaps as much as 80 to 90% of what school boards do is predetermined by (a) state law; (b) federal guidelines; (c) negotiated agreements; and (d) budget limitations." The Board of School Directors must hold itself and its staff accountable within these boundaries; more importantly, the Board must exercise its prerogative in those areas where local leadership is possible and through which the lives of young people may be influenced for better or worse. Written board policies are essential to this process.

Written policies give the public a means to evaluate board performance; publicly pronounced statements of policy indicate that the Board of School Directors is willing to be held accountable for its decisions. They inform students, staff, and the public about the board's intent, goals, and aspirations.

Written policies contribute to the Board's effectiveness and efficiency. Routine decisions may be incorporated into policy thereby permitting board meeting time to be used for more important matters. Written policies establish a legal record; they are impersonal and thereby avoid the improper consideration of personalities in administrative decisions. Written policies foster stability and continuity as board and staff change; they clarify the role of the Board and of the Superintendent thereby permitting the superintendent to carry out his responsibilities more effectively.

In 1970, the National School Boards Association issued, through its Educational Policies Service (EPS/NSBA), a Policy Development Handbook based upon research completed pursuant to a contract with the United States Office of Education under the provisions of the Library Research Program. Thus, for the first time, a vocabulary and classification system has been made available to local school districts.

Applicable state laws and regulations, all written policies adopted by the Boards of School Directors since 1 July 1968, and all administrative regulations considered effective as of 1 September 1971 have been classified according to the EPS/NSBA system.

A color code indicates the four categories of materials in this manual:

PINK paper represents state or federal LAWS or regulations within which the local Board of School Directors, students, and staff must operate and over which there is no direct local control.

CANARY paper represents POLICIES of the local Boards of School Directors, articles of agreement, and other directives within which students and staff must operate, but which are within the control of the local Board of School Directors or voters at a school district meeting.

NOTE: Policies are principles adopted by the Board of School Directors to chart a course of action. They tell what is wanted and may include why and how much. They should be broad enough to indicate an action in meeting a number of problems day-after-day; they should be narrow enough to give the administration clear guidance.

GOLDENROD paper represents REGULATIONS issued by the Superintendent of Schools to implement laws or policies or to govern the activities of students and staff in the absence of applicable laws or policies.

NOTE: Regulations are the detailed directions that are developed by the administration to put policy into practice. Generally they tell how, by whom, where, and when.

WHITE paper is used for INFORMATIONAL EXHIBITS such as tables and sample forms which do not in themselves represent law, policy, or regulation.

The classification system consists of thirteen sections, each separated by a divider as follows:

- A - School District Organization
- B - School Board Operations
- C - General School Administration
- D - Fiscal Management
- E - Business Management
- F - Facility Expansion Program
- G - Personnel
- H - Negotiations
- I - Instructional Program
- J - Students
- K - General Public Relations
- L - Interorganizational Relations (education agencies excluded)

M - Relations with other Education Agencies

The index of terms is an alphabetized listing developed by EPS/NSBA and supplemented by terms unique to the local school districts. The letters associated with each term refer to the classification system where related laws, policies, or regulations should be found (it must be understood that no laws, policies, or regulations may be found for many terms listed in the index; such voids may be filled upon request directed to the Superintendent of Schools.)

The letter codes are simply a means for the alphabetical filing and indexing of terms of materials. For example, "Requirements" for Professional Development Opportunities for Personnel are coded "GADA" since "G" is the section for personnel, "GA" is the general section applying to all personnel, "GAD" is for Professional Development Opportunities, and "GADA" is a specific listing under "GAD." In some instances more than one law, policy, or regulation may carry the same title, in which case numerical suffixes have been added: ABA, ABA-1, ABA-2, etc.

Notations appear at the bottom of many pages; some refer the user to identical items which appear under different letter codes, others indicate the date of adoption or effective date of the policy or regulation. Occasionally, laws which are not directly applicable to the local school districts are merely referenced rather than reproduced verbatim in order to provide the user with the source of pertinent information.

Each policy manual is issued to an individual who is charged with making additions or deletions as directed by the superintendent of schools; manuals will be collected by the Superintendent each summer for checking and revising. Policy manuals remain the property of the school districts and must be returned to the Superintendent by those individuals to whom they have been issued at such time as such persons leave the Board of School Directors or other positions for which manuals are issued.

EFFECTIVE: 1 September 1971