Administrative Regulation

BOARD POLICIES – ADMINISTRATIVE REGULATIONS AND PROCEDURES

A. DEFINITIONS

1. POLICIES are written statements of a definite method or course of action adopted by the Board of Education as a guide and to direct present and future decisions. Policy statements are usually written in broad, general terms; although it occasionally may be necessary to become quite specific when dealing with critical issues. The degree of specificity will be limited to that amount necessary to clearly express the Board's intent.

2. ADMINISTRATIVE REGULATIONS are supplementary statements, developed by the administrative staff and approved by the superintendent of schools, which are designed to implement Board policy. As such, they add detail and give specific direction as necessary to the general intent stated in policy.

3. PROCEDURES are <u>not</u> a separate category in this system of Board policy organization, but are the specific, step-by-step directions as to how policies and administrative regulations are to be carried out. As such, they are written into and are an integral part of the administrative regulation. Included as part of the procedures in administrative regulations may be forms, diagrams, charts, check-lists, etc., as necessary for purposes of illustration or example. These may be included as exhibits to the policy.

B. ADOPTIVE AUTHORITY

1. Only the Board of Education has authority to adopt, amend and rescind policies.

2. The superintendent of schools, or, by delegation, subordinate administrators, may develop such administrative regulations as are necessary to effectively implement Board policies. These must be consistent with the overlying policies.

They do not require formal Board approval so long as they meet this criterion. However, good practice is to bring the proposed administrative regulation(s) intended to implement a new policy forward for Board review at the same time the policy itself is presented; and this will be done whenever practicable. Should it be necessary, because of circumstances outside the control of the Board or administration, to modify the operation of the school district in such a way as to create a conflict with Board policy, it shall be the duty of the superintendent to promptly make the Board aware of the actual or potential conflict, and to propose whatever changes in policy are necessary to accommodate the situation.

3. The superintendent, or, by delegation, subordinate administrators, may also develop administrative regulations to provide direction in the absence of Board policy. The intent here is to permit the administrative staff to deal with the day-to-day operation of the school district according to its best judgment on issues and in areas where the Board has not taken a formal position. It is understood that as the Board proceeds to develop a body of policies over time, the need for such independent decision-making will progressively diminish. It is further understood that the superintendent will bring forward for Board consideration policy recommendations in these areas according to priorities mutually agreed upon between the Board and superintendent. Further, should critical issues arise which are outside the established priorities but which need prompt consideration, it is understood that these will be given a top priority and expeditious handling.

C. PROCEDURE FOR ADOPTION OR AMENDMENT OF POLICIES

1. Policy proposals may be initiated from the Board as a group, individual Board members, the administrative staff or individual members of it, other school district employees or groups, and groups of or individual citizens.

2. Policy proposals will be submitted first to the superintendent for review and assignment of priority. Priority categories are:

   a. Top priority, of critical importance, to be developed immediately.

   b. Middle priority, important but not urgent, to be developed in order submitted.

   c. Low priority, of lesser importance but still desirable for eventual policy development, to be developed as time permits after the higher categories are attended to.

d. Rejected. This may be for a variety of reasons; as examples: because the topic is already covered by law or an existing policy, because it is outside the powers of the Board, etc.

3. The policy proposal will then be delegated to the assistant superintendent for human resources, who will see that a first draft of the policy statement and/or any appropriate administrative regulation(s) is prepared. In so doing, he/she will:

a. Assign code numerals and a working title to the proposal;

b. Review relevant sections of the School Code and existing policies;

c. Consult his/her reference library of policy development sources;

d. Consult with the administrator(s) who would be responsible for implementing the policy once it is adopted; and

e. Either request the administrator(s) to write a first draft, or do so him/herself, as appropriate. The draft policy will include any proposed administrative regulations and/or exhibits necessary to its implementation.

f. Upon completion of the written draft, it will be edited by the assistant superintendent for human resources.

In the course of this development process, it may be determined that a complete new policy should be written, and/or that one or more existing policies should be amended or rescinded. The final form of the draft will reflect this determination.

4. The draft will then be submitted to the superintendent for review. He/she may:

a. Accept it and forward it,

b. Reject it and recommend revisions, or

c. Direct that further input be obtained from concerned parties.

5. In the event of 4. b. or c., above, the policy proposal then is re-referred to the assistant superintendent for human resources for repetition of relevant portions of those activities outlined in 3., above.

6. If the draft is acceptable to the superintendent, he/she may forward it to the administrative council for review.

7. Following consideration by the superintendent and administrative council, it will be forwarded to the Board policy committee for review. At this time, copies will be provided to all Board members for their review and comment to the policy committee.

8. If the proposed policy is acceptable to the Board policy committee, it will be forwarded to the full Board for a first reading at the next regular Board meeting.

9. At this point, if the Board believes it desirable to hold a public hearing on the proposal, it shall schedule the hearing for a date sufficiently far in advance so that adequate public notice of the hearing can be given, and shall direct that such notice be given.

10. At the next subsequent regular Board meeting, but not less than 28 days after the first reading of the proposed policy, the Board may vote for adoption of the proposed policy.

11. Policies become effective upon adoption by a majority vote of the Board, unless the Board, as a part of the adoption resolution, specifies a delayed effective date.

12. Proposed amendments to existing policies are subject to the following procedures:

    a. All proposed amendments, unless introduced from the floor at a Board meeting, would first be reviewed by the Board policy committee,

    b. If the committee believes that the proposed amendment would change the purpose or intent of the policy, it shall be directed through the procedures as outlined above, and shall require two readings for adoption, the same as an original policy,

    c. However, policies frequently need updating such as changes of titles to reflect current organizational structure, or simple editorial changes to correct errors in the original. Such changes ordinarily do not affect the purpose or intent of the policy. The committee may recommend to the full Board that such amendments be adopted at the first reading, and if the Board concurs, no second reading will be required prior to adoption.

13. Revisions to administrative regulations may be made as authorized by the superintendent without further Board approval. However, information copies will be furnished to the Board policy committee and other Board members. It is understood that, should a question arise about whether a revision in the administrative regulation changes the intent of the policy, either the policy will be considered for amendment or the administrative regulation modified to conform to it. The two must be consistent.

14. The assistant superintendent for human resources shall, upon adoption, amendment, or notice of rescission of a policy, circulate copies of the newly approved policy or amendment or notice of rescission to all holders of Board policy manuals.

    He/she shall also include relevant approved changes in any subsequent editions of staff manuals, handbooks and other documents provided for the direction of school district personnel, as appropriate.

    Further, he/she will conduct, or arrange with the appropriate administrator(s) to conduct, any in-service education activities necessary to install the policy and train staff in its implementation.

D. BOARD POLICY COMMITTEE

1. The Board policy committee consists of two members of the Board of Education appointed by the president at the organizational meeting. Initially, one member shall be appointed for a two-year term, and one member shall be appointed for a one-year term. Thereafter, one member shall be appointed annually for a two-year term.

2. The function of the Board policy committee is to review proposed new policies and policy changes being recommended by the Board and/or superintendent. The committee may either:

    a. Endorse the superintendent's recommendation and forward the policy to the full Board for action, or

    b. Return the proposed policy to the superintendent with its recommendations for further study and/or revision.

3. The committee shall meet regularly on a monthly basis at a date, time, and location established by the committee. The committee may choose not to meet if there are no policies ready for its consideration; or it may call additional meetings if necessary.

ADMINISTRATIVE REGULATION

Approved: December 18, 1979
Revised: March 15, 1983
November 18, 1986
November 20, 1990