



CATEGORY: Board of Education Policy

SUBJECT: Development, Adoption, and Implementation of Board Policy

A. PURPOSE AND SCOPE

1. To clarify the development and adoption of Board of Education policy and implementation of such policy through administrative procedures.
2. To facilitate uniform interpretation of board policies and administrative procedures.
3. **Related Procedures:**
 - Legal and district policy releases No. 1705
 - Development, use, and revision of administrative procedures No. 1405
 - Written communications No. 1600

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-5000, B-1000, B-1100, B-1120, B-1170, B-2100, B-2400, B-5000, B-6000, B-8500, C-2000, C-2200, C-5000, D-1000, I-1020, K-1500; Board Bylaws 1012., 1014.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of the Deputy Superintendent.
2. **Definitions**
 - a. **Legal authority (mandatory and permissive):** Laws, Administrative Codes, Education Codes, court decisions, and interpretations by legal counsel.
 - b. **Policies:** Principles adopted by the Board of Education to chart a course of action; the board is specifically charged with this responsibility. This includes all policies which by law require adoption by the Board of Education, and those policies adopted by the board in response to the needs and desires of the community. The term "policy" shall be interpreted as board or district policy. (Agreements with exclusive bargaining units are considered contracts in execution of district policy.)
 - c. **Administrative procedures:** The basic medium of written communication for implementing law and policy and for administering, coordinating and articulating programs affecting more than one department or division. A procedure contains specific detailed rules established to put policy into practice, generally telling how, by whom, where, and when things are to be done, including parameters for flexibility and ability to petition for waivers. A full compilation of district

administrative procedures is found in the four-volume set of *Administrative Procedures* and in the *Emergency Procedures Handbook*.

3. Prior Authority

- a. **Administrative circulars** may be issued before information or instructions are incorporated into administrative procedures, or before a revision or policy release can be made. *In these instances*, administrative circulars take precedence.
- b. **Information circulars, memoranda, minutes of meetings, manuals, guides, and handbooks** that are in conflict with legal or policy releases or with administrative procedures shall *not* constitute an authority or basis for action.

4. **Assistance** in drafting or formatting a proposed policy, or in revising an existing policy, may be obtained from the Research, Reporting, and Grants Unit.

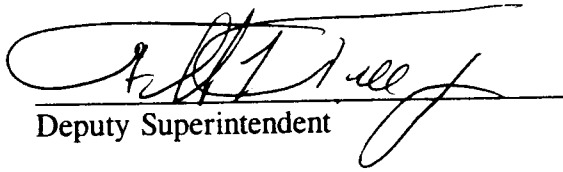
D. IMPLEMENTATION

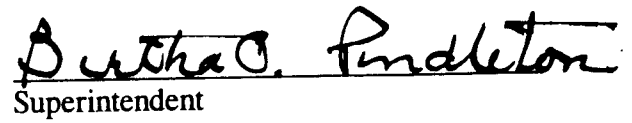
1. **Administrative unit (if any) submitting proposed policy to Board of Education** drafts proposed policy and forwards to Research, Reporting, and Grants Unit prior to submission to cabinet and board.
2. **Research, Reporting, and Grants Unit** edits and formats drafted policy statement.
3. **Superintendent** ensures that statements of policy adopted by Board of Education are clearly identified.
4. **Recording secretary** to Board of Education forwards statements of policy to Research, Reporting, and Grants Unit.
5. **Research, Reporting, and Grants Unit**
 - a. Formats and incorporates policy statement into *Policy Manual*.
 - b. Cross references policy with district procedures.
 - c. Informs originating offices of affected procedures (see Procedure No. 1405.)
 - d. Publishes and disseminates *Policy Manual* and procedures as necessary.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. **APPROVED BY**


Deputy Superintendent


Superintendent

