

Board of Education Policies and Regulations

I. POLICY

A. Definition: A policy describes what the Board of Education values and expects, and is formally adopted by the Board.

B. Characteristics

1. A statement of goal or purpose (i.e., what the Board desires to achieve or wants to see happen.)
2. A rationale for the policy.
3. A framework for implementation (but the actual steps of implementation are presented in regulations or administrative procedures.)
4. Assignment of general responsibility for implementation.
5. Listing of applicable state and federal laws

II. REGULATION

A. Definition: A regulation is a statement formally adopted by the Board that specifies how a policy is to be carried out and enforced. Regulations are developed when the Board wishes to control the specific procedures for the implementation of a policy, or when board approval of the procedures for implementation is necessary because of legal issues.

B. Characteristics

1. Step-by-step procedures that a Board wants to mandate for implementation of a policy.
2. Assignment of specific responsibilities for implementation.
3. Definitions of terms used in the policy.

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III. ADMINISTRATIVE PROCEDURE

A. Definition: An administrative procedure establishes the mechanics and details necessary for administrators to implement a policy when such mechanics and details are not included in a Board adopted regulation. An administrative procedure is created by the superintendent to assist building/department administrators in interpretation and implementation of policy and regulation.

B. Characteristics

1. Step-by-step procedures that staff will be expected to follow in implementing a policy.
2. Guidelines for interpreting the requirements of a policy.

Regulation Adopted: 3/20/00