

## POLICY AND REGULATIONS SYSTEMS

### **Policy Manual**

The superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Education, the bylaws adopted by the Board, and the regulations of the administration. The Board policies, the Board bylaws, and the administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

### **Policies**

Policies are statements of intent which are adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the school system.

The superintendent takes the primary initiative in the policy-making process by recognizing the need for specific policies and giving the Board and/or the policy subcommittee of the Board of Education, proposed policy statements for consideration, modification and adoption. The superintendent shall develop a regulation specifying the procedures by which policies will be developed and presented to the Board.

### **Regulations**

The superintendent shall specify the required actions and design the detailed arrangements under which schools are to be operated. Those regulations and procedures which apply throughout the school system are to be designated as "regulations" and are to be placed in the school system's policies and regulations manual. The regulations shall be presented to the Board before implementation in the school system, but the Board will not adopt a regulation unless required to do so by the superintendent or unless adoption is required by federal or state law. Administrative regulations must be consistent with the policies adopted by the Board of Education.

The superintendent is responsible for development and implementation of the school system's regulations. The superintendent should, as a matter of good administrative procedure, develop a system whereby staff members are involved in development of regulations in order to make certain that each regulation is complete, efficient, sufficient to the need, consistent with adopted Board policy, and capable of full implementation.

### **Bylaws**

Bylaws are rules governing the internal operations of the Board of Education. When need for a new bylaw or modification of an existing bylaw is recognized, the superintendent may be directed to develop and present the Board with an effective new or modified bylaw for consideration, modification if necessary, and adoption.

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**Distributing Revised Pages to Manual Holders**

Whenever the Board adopts, revises or deletes policies or bylaws, and whenever the administration approves, revises or deletes regulations, all holders of policy, bylaws and regulation manuals must be notified.

(cf. 9310- Formulation, Adoption, Amendment of Policies)

(cf. 9320- Formulation, Adoption, Amendment of Bylaws)

(cf. 9330- Formulation, Adoption, Amendment of Administrative Regulations)

Legal Reference: Connecticut General Statutes  
Superintendents  
10-240 Control of Schools