

Administration

Policy and Regulations -- Systems

Policy Manual

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies and bylaws adopted by the Board and the regulations of the administration. The Board policies, the Board bylaws, and the administrative regulations will be published in a manual, maintained in current condition, and made available for public inspection.

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 and other procedures for operating the system.

The Superintendent must take the leadership in the policy-making process by recognizing the need for specific policies and giving the Board proposed policy statements for consideration, modification and adoption.

Regulations

The Superintendent will specify the required actions and design the detailed arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the system will be designated as "regulations", and are to be placed in the Hamden Board of Education Policy Manual. The regulations will be presented to the Board but the Board will not adopt a regulation unless requested 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 district 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. Administrative regulations will indicate the date of implementation.

Bylaws

Bylaws are the 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 asked to develop and present to the Board an effective new or modified bylaw for consideration, modification if necessary, and adoption. The same procedure used for development of policies will be used for development of bylaws.

Hamden, Connecticut