

**Formulation, Adoption, Revision, or Deletion of Policies****Introduction**

Bethany Board of Education (Board) policies translate beliefs and desires of elected officials into action through the Superintendent and the school staff. Except for specific meeting decisions, policies are a Board's best means of shaping Bethany Public School District (District) education through specifying in Board policy "what will be done." The Superintendent's administrative regulations provide the administrative "how it will be done" to accompany Board of Education policies.

Policies also make it clear, at least by implication, that the Superintendent is expected to follow the direction of the entire Board as it is expressed through its policies. On a daily basis, Board policies, except for bylaws, are primarily for the guidance of the Superintendent and staff. It is, however, the Board's responsibility to ensure the Superintendent uses policies in making decisions; it is, similarly, the Superintendent's responsibility to insist that both policies and their amplifying regulations are followed by everyone in the District.

**Organization and Contents of Policy Manuals**

Policy manuals contain three (3) basic types of entries — Board of Education policies, Superintendent regulations, and Board of Education bylaws:

1. Policies are guides for discretionary action by the Superintendent and staff; not all policies require administrative regulations.
2. Regulations are the Superintendent's amplification of Board policies into specific staff actions; not all administrative regulations require policies.
3. Bylaws are rules governing the Board's internal operations.

**Development of Board Policies**

The development of sound educational policies is one of the primary duties of the Board. Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent and staff. Policy development and revision should follow these principles:

1. Policies and regulations shall be given high priorities by the Board and by the Superintendent.
2. Many people at different levels shall be given opportunities to participate in the development and review of policies.
3. Procedures for development and revision of policies and regulations shall be clear and well understood; participants shall know their roles and authority; lines of communication shall be observed.
4. Use of policies and regulations as guides to action shall be stressed at all organizational levels, and policy or regulatory violations shall not be overlooked or condoned.
5. Policy and regulatory effectiveness shall be monitored regularly by the Board, the Superintendent, and by other staff members.
6. Board members and administrators shall guard against intrinsic problems of policies and regulations (rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.).

The Board shall concern itself only with broad questions of the appropriate application of its policies and not with administrative details.

Anyone may propose a new policy or policy changes — members of the community, the staff, students, Superintendent, or Board members. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for presentation to the Board. Although the Board encourages and welcomes community, staff, and student involvement, only the Board may establish policy.

The Superintendent is encouraged to submit written recommendations for new policies and revision of existing policies as necessary for the effective operation of the public schools.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. New and changed policies shall be made available to all members of the Board, administrators, staff, students, and general public.

### **Procedure for Adoption, Revision, or Deletion of Board Policies**

1. The policy committee shall present recommendations for revision, adoption, or deletion of a policy statement at a regular Board meeting. No action shall be taken at this presentation meeting.
2. The Board shall act on proposed policies at regular meetings of the Board at which time revisions to the policy proposals may be made and the policies approved if the changes are not a departure from the essence of the policy proposal. If the proposed changes are major, a policy should be brought back for a second review at the next regular meeting with recommendation from the Board's policy committee. Proposed policy changes approved by majority vote of the Board shall take immediate effect.
3. For proposed policy statements, new or revised, because of changes or additions to Federal Law, Connecticut General Statutes, or State Board of Education Regulations, approval may be given at the initial presentation.

Formal adoption, revision, or deletion of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

Legal Reference:           Connecticut General Statutes § 10-221

Bylaw adopted:	September 9, 1991
Bylaw reviewed:	February 11, 2004
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