

# **CAMBRIAN SCHOOL DISTRICT**

## **Board Policy**

**Policy 2350**

Adopted: November 13, 2001

Page 1 of 1

### **ADMINISTRATION**

#### **Policy Implementation**

##### **I. Policy Manual**

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board, the bylaws adopted by the Board, and the regulations of the administration. The Board policies, the Board bylaws, and the administrative regulations shall be placed on the District's web site and made available to all requesting them.

##### **II. Policies**

Policies adopted by the Governing Board serve as guides to the administration in the development and implementation of procedures for operating the District.

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.

##### **III. Procedures**

The Superintendent shall 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 District are to be designated as "procedures", and are to be placed in the District Policies and Procedures manual. The procedures shall be presented to the Board before implementation in the District, but the Board will not adopt a procedure unless requested to do so by the Superintendent or unless adoption is required by federal or state law. Administrative procedures must be consistent with the policies adopted by the Board.

The Superintendent is responsible for development and implementation of the District procedures. He/she should, as a matter of good administrative procedure, develop a system whereby staff members are involved in development of procedures in order to make certain that each procedure is complete, efficient, sufficient to the need, consistent with adopted Board policy, and capable of full implementation.