

SALEM SCHOOL DISTRICT
Salem, Connecticut

ADMINISTRATION

POLICY AND PROCEDURES SYSTEMS

Policy Manual

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

Policies

Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of procedures for operating the district.

The Superintendent is an integral part of this policy making process – recommending to the Board areas requiring policy adoption or change.

Procedures

The Superintendent is responsible for development and implementation of procedures. Procedures with accompanying policy shall be placed in the policy manual. The Superintendent shall develop a system involving staff members in development and implementation of procedures. Procedures should be complete, consistent with adopted Board policy and capable of reasonable implementation.

Bylaws

Bylaws are the rules governing internal operations of the Board of Education. When the need for a new bylaw or modification of an existing bylaw is recognized the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of bylaws.

(cf: 9311 – Formulation, adoption, amendment of policies and bylaws)

Policy Adopted: June 9, 1998

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