

<b>TITLE: Policies &amp; Policy Development</b>	
Approved by: <u>          <i>Rob Gregor</i>          </u> <i>Rob Gregor, Superintendent of Schools</i>	Series: <b>Administration</b> Version: <b>2</b> Effective Date: <b>4/1/2024</b> Previous Policy Date: <b>Unknown</b> Revised By: <b>Committee</b> Policy Number: <b>SP 2211</b>

**Policies and Policy Development**

The Superintendent directs that clearly written policies be developed which reflect the stated philosophical beliefs of the Superintendent, the mission, and goals of the Yuba County Office of Education (YCOE), the desires of the community and school districts, and the best advice of the staff. Once adopted, Superintendent policies shall determine the scope and nature of the services and programs of the County Office of Education and shall be one method by which the Superintendent provides educational direction and leadership in the operation of the County Office of Education.

The Superintendent directs that all recommendations for new or revised policies and procedures be directed in writing to the Executive Assistant to the Superintendent. The Executive Assistant is directed further to consider all available information and resources during the process of policy and procedure development. A Policy Committee will be assembled to include YCOE Executive Cabinet members. Additional feedback may be requested from staff within YCOE when necessary.

The Executive Assistant is directed to establish and maintain a system accessible to staff that preserves and maintains the Superintendent Policies, Administrative Regulations, Board Bylaws, and Exhibits for the County Office of Education.

Formal policies adopted by the Board of Education in areas related to operation and responsibilities of the Board shall be called Board Bylaws

**Policy Series**

Each Superintendent Policy, Administrative Regulation, Board Bylaw, and Exhibit shall be organized in the following Series:

- 0000 – Philosophy
- 1000 – Community Relations
- 2000 – Administration
- 3000 – Business
- 4000 – Personnel
- 5000 – Students

6000 – Instruction

7000 – New Construction

9000 – Board Bylaws

Each Series shall include a Table of Contents.

### **Absence of Policy**

While the Superintendent policies are intended to be inclusive, in the absence of policy, all staff is directed to operate reasonably and make decisions in good faith based on the mission and goals of YCOE.

### **Policy Development, Review and Adoption Process**

The YCOE policy development, review and adoption process shall include the following steps:

1. YCOE shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new vision statement, new goals in the local control and accountability plan, educational research or trends, grant preparation, an incident that has arisen within the jurisdiction of the County Board, or a recommendation or request from the County Superintendent of Schools, a Board member, a parent/guardian, or other interested person.
2. Once the need for a new policy or revision is identified, the Executive Assistant is to be notified by email. The Executive Assistant will obtain sample Superintendent Policies, Administrative Regulations, Board Bylaws, and Exhibits from the California School Boards Association (GAMUT) if available. The sample will be added to the YCOE Policy Template and formatted by the Executive Assistant. The draft policy will be tracked and assigned. The Executive Assistant will send the draft policy to the associated Policy Committee member(s) for development and/or revisions. YCOE may request that legal counsel review the draft policy as appropriate. No more than two draft policies from each series may be developed and/or reviewed at a time unless approval is obtained from the Superintendent.
3. Once the development and/or revisions are completed by the assigned committee member(s), the draft policy is to be returned to the Executive Assistant. The Executive Assistant will review the draft policy with the Policy Committee and request approval. A deadline for review and approval will be provided to the committee members.
4. Once approved by the Policy Committee, a draft policy will be reviewed by the Superintendent. He/She will determine if County Board of Education approval/adoption is required.
  - a. If County Board of Education approval/adoption is required, the draft will be added the next regular board meeting. A draft policy may be presented for a first reading at a public County Board of Education meeting. At its second reading, the County Board of Education may take action on the proposed policy. The County

Board of Education may waive the second reading or may require an additional reading if necessary.

- b. If Board approval/adoption is **not** required, the Superintendent will approve and sign off on the finalized policy. Policies shall become effective upon adoption by the YCOE Policy Committee and Superintendent.
5. Once finalized, Superintendent Policies, Administrative Regulations, Board Bylaws, and Exhibits shall be added/updated in the Policy Manual. The Executive Assistant will add new/updated policies to the YCOE website.