Board Bylaws

POLICY MANUAL

The Governing Board shall adopt written policies to convey its expectations for action that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements.

(cf. 9000 – Role of the Board)

The Superintendent or designee shall ensure that all district employees and the public have access to up-to-date district policies. A public copy of the policies shall be maintained at the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.

(cf. 1340 – Access to District Records)

The Superintendent or designee shall issue copies of the district policy manual to the following:

1. Board members.
2. Central office administrators.
3. Board secretary.
4. Building principals.
5. Negotiating units.
6. Other key district personnel.

As necessary, the Board shall develop new policies and revise existing ones in order to reflect new legislation and changing community views.

(cf. 9311 - Policies) (cf. 9312 - Bylaws)
(cf. 9313 - Administrative Regulations)

The Superintendent or designee shall maintain procedures for distributing to all authorized manual holders copies of new or revised policies, bylaws and regulations as they are adopted. The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

(cf. 5116.1 – Intradistrict Open Enrollment)
(cf. 6145 – Extracurricular and Cocurricular Activities)

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue.

Board Bylaws

POLICY MANUAL

(cf. 1112 – Media Relations)
(cf. 4112.9/4212.9/4312.9 – Employee Notifications)
(cf. 51456.6 – Parental Notifications)
(cf. 6020 – Parent Involvement)

Legal Reference:
EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
35160 Authority of governing boards
35160.5 – Annual review of school district policies
35163 Official actions, minutes and journal
35164 Vote requirements
Management Resources:
CSBA PUBLICATIONS:
Targeting Student Learning: The School Board's Role as Policymaker, 2005
Maximizing School Board Leadership: Policy, 1996
WEBSITES:
CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT6 ONLINE) Policy Audit Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: http://www.csba.org/ps
National School Boards Association: http://www.nsba.org

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Bylaw Adopted: July 5, 1990
Revised: March 11, 2010