

GOVERNANCE POLICY GP-8

DISTRICT POLICIES, DISTRICT REGULATIONS, AND ADMINISTRATIVE PROCEDURES/MANUALS

PURPOSE

The Clark County School District (District) Board of Trustees (Board) hereby adopts this Board Policy to adopt, repeal or amend District Policies, District Regulations, and Administrative Procedures/Manuals. Only the Board can revise or change policy.

DEFINITIONS

1. "Administrative Procedures/Manuals" establish the day-to-day practice for consistent implementation of District Policies and District Regulations.
2. "District Regulations" are directions developed by the Superintendent to put Board policies into practice. They tell how, by whom, where, and when things are to be done.
3. "District Policies" are how the Board communicates what it wants from administration by providing a framework in which the Superintendent and other District employees can discharge their assigned duties.
4. "Non-substantive change" refers to *de minimis* changes including correcting typos, spelling or grammatical errors as well as updating headers or footers, titles of employees or departments, and legal cross references.
5. "Responsible Office" is the District office, unit, division, or department designated by the Superintendent responsible for each District Regulation or District Policy.
6. "Substantive change" refers to a significant revision of a District Regulation or District Policy including an amendment.

POLICY

1. District Policy
 - a. Each District Policy may contain, as needed, the following sections:
 - i. "Introduction" shall state the Board's reason for or objective of the District Policy.
 - ii. "Definitions" state the definitions of words and/or terms needed to be defined for purposes of the District Policy. All words are

presumed to have their common meaning unless otherwise defined in the District Policy.

- iii. "Legal Reference" provides references applicable law.
 - iv. "Review Responsibility" identifies the District office, unit, division, or department designated by the Superintendent responsible for review, revision, and updates to the District Policy.
 - v. "Adopted" states the adoption date of the District Policy.
 - vi. "Revised" lists dates of any changes made to the District Policy.
- b. District Policy creation, adoption, revision, or deletion process.
- i. A District Policy may be adopted, repealed, or amended under the following circumstances:
 - 1. As required to comply with applicable law;
 - 2. A Trustee may request of the Board President an agenda item to adopt, repeal, or amend a District Policy consistent with the adding agenda items process found in the Meeting Protocols Board Policy. If the Board approves the consideration of a policy for adoption, repeal, or amendment, the Superintendent shall take the appropriate steps to place the affected District Policy on the agenda of a Board meeting for action; or
 - 3. The Superintendent or the office with Review Responsibility may request an agenda item to adopt, repeal, or amend a District Policy, consistent with the adding agenda items process found in the Meeting Protocols Board Policy. It is the responsibility of the office with Review Responsibility to ensure the effectiveness of its District Policy(ies) and to bring forward recommended adoptions, repeals, and/or amendments.
 - ii. The office with Review Responsibility must forward any proposed adoption, repeal, or amendment to a policy to the Office of the General Counsel, which shall review the proposal before it is placed on a Board agenda.
 - 1. The Office of the General Counsel has authority to make non-substantive edits without following the review process outlined in this Board Policy, including but not limited to updating legal references. Such changes shall be documented in the "Revision History" section of the District

Policy and communicated to the trustees.

iii. Review by the Board.

1. At a meeting of the Board, the Board shall consider the adoption, repeal, or amendment of a District Policy for the Notice of Intent Process.
2. After the Notice of Intent is approved by the Board, the District shall post the adoption, repeal, or amendment of a District Policy for public review and comment for a period of 13 calendar days.
3. If the public comment period leads the Board to make additional substantive changes to the District Policy, the Board will again issue a Notice of Intent of the District Policy and conduct another 13-day public comment period.
4. At the conclusion of the public comment period and if the Board does not make any additional substantive changes, the Board will take action for final approval.
5. Final approval to adopt, repeal, or amend a District Policy lies solely with the Board.

- c. The effective date is upon final approval unless a specific effective date is otherwise provided.

2. District Regulations

- a. Each District Regulation may contain, as needed, the following sections:
- i. "Introductions" shall state the Board's reason for or objective of the District Regulation.
 - ii. "Definitions" state the definitions of words and/or terms needed to be defined for purposes of the District Regulation. All words are presumed to have their common meaning unless otherwise defined in the District Regulation.
 - iii. "Legal References" provides references to applicable law.
 - iv. "Review Responsibility" identifies the District office, unit, division, or department designated by the Superintendent responsible for review, revision, and updates to the District Regulation.
 - v. "Adopted" states the adoption date of the District Regulation.

- vi. "Revised" lists the dates of any changes made to the District Regulation.
 - b. The Superintendent may adopt District Regulations as the Superintendent deems necessary to implement District Policies. If the District Policy directs the Superintendent to adopt District Regulations, then the Superintendent must make reasonable efforts to do so.
 - c. The Superintendent shall provide notice to the Board and public of a 13-day public comment period to adopt, repeal, or amend District Regulations.
 - d. District Regulations must be consistent with the applicable District Policy. To the extent a District Regulation is inconsistent with the applicable District Policy, that portion of the District Regulation is not valid, but the remainder is still in effect.
3. Administrative Procedures/Manuals
- a. District offices or departments shall adopt Administrative Procedures/Manuals to ensure the consistent implementation of District Policies and District Regulations.
 - b. Administrative Procedures/Manuals must be consistent with the applicable District Policy and District Regulation(s). To the extent Administrative Procedures/Manuals are inconsistent with the District Policy or District Regulation(s), that portion of the Administrative Procedures/Manuals is not valid, but the remainder is still in effect.
4. The Superintendent shall maintain an online website that contains District Policies, District Regulations, and other documents that the Superintendent determines necessary.

REVISION HISTORY

Date	Revision	Modification
05.07.26	1.0	Adopted