

DISTRICT POLICY AND POLICY DEVELOPMENT

The primary responsibility of the Board of Education in its provision of education for students is the determination of policies which direct the operations of the school district's human and physical resources. The elected trustees are responsible for the formulation of policies and are aided in this task by the Superintendent and administrative staff. The role of the Superintendent and administrative staff is to assist in the development of policy and then oversee the implementation and monitoring of Board policies.

Statements of policy are based on beliefs, provide a public statement of the Board of Education's intent, and are generally broad enough to allow for discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board. Generally-speaking, good policies:

1. provide a clear statement of intent;
2. are based on beliefs, principles and values;
3. provide major guidelines for action;
4. allow for discretion;
5. are concerned with the future;
6. are dynamic and evolving.

Administrative regulations are developed by the Superintendent and administrative staff to accompany policy statements. Regulations arise from policies and are statements describing the action to be taken. They may include statements regarding the delegation of authority and ascribe parameters to delineate the scope of the policy.

Administrative procedures arise from regulations and are developed by the Superintendent and administrative staff. Procedures are more specific than regulations and indicate who does

STEPS IN POLICY DEVELOPMENT PROCESS

This following constitutes the sequence for developing Board policies and administrative regulations:

STEP	RESPONSIBILITY
1. Initial decision to recommend or formulate a policy	Board, Board Committee, or staff