

POLICY AND ADMINISTRATIVE REGULATION DEVELOPMENT

BB 8510

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Board Policies

The Board shall adopt clearly-written policies which, in its judgement, reflect the stated philosophical beliefs of the Board, the desires of the community, and the best advice of the staff. Board Policies shall determine the scope and nature of the services and programs of the Office, and shall be one method by which the Board provides leadership in the operation of the Office.

In formulating and/or revising policies, the Board shall encourage participation from members of the community and staff, and shall consider all information from individuals and/or groups to obtain a more complete understanding of the implications of a proposed policy or amendment, and in order that the policy adopted will reflect, in the judgement of the Board, the needs and desires of the community and the staff.

Formal adoption of policies shall be recorded in the Board's minutes, and policies shall be printed in the Official Documents Manual. Only statements so adopted and recorded shall be regarded as official Board Policies.

The Board may establish a subcommittee of Board members to review, regularly, existing policies and to recommend to the entire Board membership proposed modifications or elimination, or the need for adoption of new policies. The Policy Subcommittee may not take formal action on existing or proposed policies, but rather may make recommendations for such action to the entire Board.

Proposed policies or amendments shall not be adopted at the first presentation to the Board, but shall return at a subsequent meeting for adoption. Thus, time shall be given to permit further study and to afford interested parties the opportunity to respond. To meet emergency conditions, temporary approval may be granted by the Board before formal adoption takes place.

References: BB 8120; BB 8520; AR 2220

Approved: 10/21/81

Revised:

**Santa Clara County
Board of Education**

Administrative Regulations

The Superintendent shall have the responsibility for implementing Board policies, and shall prepare administrative regulations necessary to accomplish this. Such administrative regulations shall be presented to the Board to review as they are developed, and shall be reviewed periodically by the Superintendent to determine their effectiveness in carrying out the Board's policies. The Superintendent shall recommend needed changes to existing policies for the Board's consideration.

Administrative regulations shall be consistent with the policies adopted by the Board, and shall identify the policy to which they pertain. When necessary, administrative regulations may be developed which do not relate to a specific Board policy. Such administrative regulations shall be presented to the Board to review as they are developed.

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible to any interested citizens and to all staff members, the policies adopted by the Board and the administrative regulations established for policy implementation.

In cases where action must be taken when no Board policy provides guidelines for administrative action, the Superintendent shall have the power to determine the appropriate action to be taken. However, the Superintendent shall inform the Board of such action promptly, and the action shall be reviewed by the Board at its next regular meeting.