

**POLICIES, BYLAWS & REGULATIONS****Introduction**

The policies of the Board establish the essential framework under which the school district operates. Policies reflect not only the Board's obligations under the law, but also the Board's educational philosophy and goals.

Bylaws are the rules that govern the Board of Education's internal operations.

Administrative regulations provide detailed instructions to school personnel for the implementation of Board policies. Not all policies require administrative regulations and not all administrative regulations require policies.

**Formulation, Adoption and Amendment of Policies**

The policy committee may draft new policies or outline changes to existing policies based upon suggestions and requests from Board members, recommendations from the Superintendent of Schools, statutory and other legal requirements or citizen input.

Policy proposals and suggested revisions shall normally be submitted to all members of the Board by the policy committee or Superintendent in writing prior to a regularly scheduled Board meeting in which such proposed policies or revisions shall be read and discussed.

Policies may be adopted or amended by majority vote of the Board after consideration at two Board meetings except that the Board may approve new or revised policies at the initial presentation if such proposals are based solely upon non-discretionary requirements of state or federal law or regulation and or if the Board votes to suspend the rules and approve the policy by a vote of 2/3 of the entire membership of the Board, as set forth herein.

Formal adoption of policies or amendments to policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

**Formulation, Adoption and Amendment of Bylaws**

Proposals for new bylaws and suggested revisions shall be submitted to all members of the Board by the policy committee or any individual Board member in writing prior to a regularly scheduled Board meeting in which such proposed bylaws or revisions shall be read and discussed.

Such proposals may be adopted by a majority vote of all members of the Board after consideration at two regularly scheduled Board meetings.

**Formulation, Adoption and Amendment of Administrative Regulations**

The Superintendent of Schools may generate, implement and revise administrative regulations as needed to promote the efficient management of the school district. Although Board approval is not required for the adoption of administrative regulations, the Superintendent shall ensure that prior to revising or adding new regulations, the Board's policy committee and/or the Board's legal counsel will have an opportunity to review and comment on the proposed regulations. All administrative regulations shall be consistent with Board policy.

The Board of Education does not adopt administrative regulations unless specifically required to do so by law or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education regulations shall be by the same procedure as that specified for policies above. Administrative regulations that have been adopted by the Board of Education shall be identified as such.

### **Suspension of Policies, Bylaws and Regulations**

Policies, bylaws and regulations adopted by the Board are subject to suspension for a specified purpose and limited time by majority vote of all members of the Board at a meeting in the call for which the proposed suspension has been described in writing or upon a two-thirds vote of all members of the Board when no such written notice has been given.

### **Policy Manuals**

Policy manuals will contain three basic types of entries: Board of Education policies, Superintendent of Schools regulations, and Board of Education bylaws.

Policy manuals shall be made accessible (by electronic means or otherwise) to all employees of the school district, members of the Board, parents and guardians of students, and the public insofar as conveniently possible and in a manner consistent with the Freedom of Information Act. The district may utilize its website to promote the dissemination of its policies, regulations and bylaws.

All policy manuals shall remain the property of the Regional School District No. 14 Board of Education and shall be considered "on loan" to any person to whom the manual may be distributed. Consistent with the applicable Records Retention Schedule of the Connecticut Public Records Administration, policies, regulations or bylaws that are superseded or deleted by new and/or revised versions shall be retained separately from the policy manual.

The Superintendent of Schools is responsible for establishing an effective method for ensuring that all policy manuals are updated annually.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

10-221 Boards of education to prescribe rules, policies and procedures

Roberts' Rules of Order

Municipal Records Retention Schedule M8, Public Records Administration,

Rev. 2/2005