

POLICIES AND INTERNAL MANAGEMENT PROCEDURES

The purpose of policies and internal management procedures is to establish responsibility of and outline procedures for the initiation, preparation, review, approval, publication, and distribution of new and revised policies and internal management procedures.

DEFINITIONS:

- A. Internal management procedures: A directive to establish authority, to assign responsibility, to state a policy and set forth approved procedures for its implementation, to provide guidelines for determining a course of action, and/or to prescribe a method or establish a standard of operation. Procedures include detailed instructions developed by the administration to put policy into practice, to implement programs and/or provide for efficient management of school system affairs. Procedures consist of clear statements of what to do, how to do it, when and by whom it is to be done.
- B. Policy: Principles formally adopted by the Board of Trustees to serve as the basis for development and implementation of educational programs and/or for management of the school system. Policy includes what is required, and may include why and how much. State laws, regulations of the State Department and Federal guidelines are, in effect, "mandated policies."

DEVELOPING A POLICY:

The Board is responsible for initiating a new policy and for revising an existing policy to meet a recognized need. Such policies may be a result of a request from the Superintendent, the School District Policies Advisory Council, or a member of the Board of Trustees. The responsibilities may include:

1. Determining the content of a policy;
2. Submitting draft proposals for review by members of the School District Policies Advisory Council pursuant to Board Policy BGAA;
3. Assuring that the policy is complete, accurate and appropriate;
4. Directing the Superintendent to review the proposed policy with those personnel most immediately affected by it;
5. Submitting a copy of the proposed policy to each Board Member prior to the first reading at a meeting of the

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Board;

6. Placing the policy on the Board Agenda for a second reading and action at the next meeting, if no changes to the intent of the policy are made after the first reading;

DISTRIBUTION OF POLICY:

Each policy should be identified by a code number. A central office administrative assistant will post newly adopted or revised policies on the school district's website and ensure the policy is placed in the policy book.

DEVELOPING AN INTERNAL MANAGEMENT PROCEDURE:

The Superintendent or his/her designee is responsible for initiating a new internal management procedure and for revising an existing internal management procedure to meet a recognized need. This responsibility includes:

1. Determining the content of the internal management procedure;
2. Assuring that the internal management procedure is complete, accurate and appropriate, including reference to forms required;
3. Assuring that the internal management procedure is consistent with established policy and legal requirements;
4. Determining that the internal management procedure does not conflict with, duplicate, or overlap existing laws or regulations.

See also policy:

CH/CHA - Policy Implementation/Individual School
Rules/Procedures

First Reading: 12/10/07

Second Reading: 1/14/08

Reviewed: 1-6-20 (Policy Advisory Council and Board Policy Committee)