

In education, the adoption of school board policies is the major function of a governing board.

A school board is the legislative body of the school district which must make its intent clear.

Since written policies are essential for good communication, it shall be the policy of the Board of Trustees that the superintendent or superintendent's designee, under the direction of the governing board, be responsible for developing and updating the policy manual on a continuing basis. There shall be a triennial review by the Board of Trustees of its policy manual based upon a report from the superintendent on the content and effectiveness of the policies.

The governing board of a school district prescribes and enforces rules for its own governance. Written policies, formally adopted by the board of trustees, are rules which constitute the basic method by which the Board exercises its leadership in the operations of the school system. The study and evaluation of reports concerning the execution of its written policies constitutes the basic method by which the Board exercises its management of the schools.

Written policies are guides to discretionary action for those agents of the district to whom the Board delegates authority. The implementation of policies is an administrative task to be performed by the Superintendent and the Superintendent's staff, who shall be held responsible for the effective administration and supervision of the school district.

Procedures for adoption of policy shall conform in all respects to the bylaws of the Board concerning agenda, meetings and voting. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to school district policy, and may contribute opinions and information for the Board's consideration.

In order to assure that policy adopted by the Board is timely, legal, consistent, and in the public interest, the Board appoints the Superintendent as policy coordinator.

In accordance with the policy of the Board, all policy decisions should be clearly demonstrable as legal, rational, considered and un-biased, and the following process shall be used by the Superintendent as policy coordinator to the Board:

1. After determination of a problem, issue or need (PIN), the Superintendent will assign the PIN to appropriate staff or committee for study.

2. Appropriate staff or committee will prepare a position or recommendation(s) regarding the PIN.
3. The Board will take its first action concerning the PIN and, if necessary, ask for a policy to be written in the broadest sense. Usually, the division with primary responsibility to implement the policy will be responsible for policy preparation, under the direction of the Superintendent. The proposed policy would attempt to address the PIN.
4. The proposed policy would then follow these steps:
  - 4.1 to Superintendent for draft approval or revision
  - 4.2 to the Executive Staff for approval or revision
  - 4.3 to the Principals'/Staff meeting for review
  - 4.4 to the Board of Trustees for first reading, or adoption
  - 4.5 to the Board of Trustees for adoption or second reading
  - 4.6 to the Board of Trustees for adoption or third reading
  - 4.7 if not adopted on second or third reading, continue readings until the Board takes action.
5. Dissemination and implementation of policy.
6. Policy adoption history shall be recorded by the Assistant Superintendent Administrative Services.

Legal References:

Education Code

35010	Article 2. General Provisions. Governing Board
35163	Official Actions
35164	Majority Vote
35171	Evaluation of Certificated Employees
35291	Discipline Rules

Board of Trustees

October 12, 1989

Reviewed: September 1993

References Revised: May 2004

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