

Administration

Development, Distribution and Maintenance of Policy Manual

In governing the district, the Governing Board has pledged to consider the will and needs of the community. The district's policy manual is developed, distributed and maintained for the purpose of communicating to all interested parties the parameters within which our schools will operate.

The Board desires the community and all district employees to have access to the policy manual. The Board welcomes suggestions from the public regarding its adopted policies and regulations. A public copy of the manual shall be maintained in the district central office and at each school site so that it may be examined by students, staff and other interested parties during normal business hours.

The Superintendent or designee shall issue copies of the district policy manual to the following:

1. Board members.
2. Central office administrator.
3. Board Secretary.
4. Building principals.
5. Negotiating units.
6. Other key district personnel.

As necessary, the Board shall develop new policies and revise existing ones in order to reflect new legislation and changing community views.

Legal Reference:

EDUCATION CODE

- 35010 Control of district; prescription and enforcement of rules
- 35160 Authority of governing boards
- 35163 Official actions, minutes and journal
- 35164 Vote requirements

Bylaw
adopted: October 1990

NORRIS SCHOOL DISTRICT
Bakersfield, California

Administration

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The office of the Superintendent will receive sample policies, regulations and bylaws issued by the California School Boards Association. The following procedures will be followed:

1. The Superintendent or designee will review the samples.
2. Policies, regulations and bylaws mandated by law will be given top priority. The Superintendent will ensure that those mandated by law by a certain date are reviewed, amended if necessary and adopted by the Board within the timeline prescribed by law.
3. Policies will be reviewed for:
 - a. Legal requirements.
 - b. Applicability at the local level.
 - c. Options available to the local district within the parameters of law.
 - d. Future need.
4. The Superintendent or designee may delegate the initial task of review and revision to the administrator with appropriate expertise. However, the Superintendent shall retain the responsibility of final review before submitting policies to the Board.
5. The Superintendent's office shall prepare the draft policy, administrative regulation or bylaw statement and shall include it in the agenda of a public meeting for first reading.
6. Policies, regulations and bylaws may be submitted to the district's legal counsel for review and recommendations.
7. The Board may return the drafts to the Superintendent for further revision and/or move to give them a second reading and adoption.

Distributing Revisions to Manual Holders

The Superintendent's designee shall take care of the district policy manuals and keep them current.

Developing, Distribution and Maintenance of Policy Manual
(continued)

All authorized holders of the manual shall be notified whenever the Board adopts, revises or deletes policies, regulations or bylaws. The Superintendent's designee shall prepare copies of the new or revised policies, regulations and bylaws and distribute them to all manual holders together with an explanatory form.

The Superintendent's designee will keep a master file of all current policies, regulations and bylaws distributed and shall have the manuals checked once a year to make sure that all policies are current.