

POLICY TITLE: Administrative Procedures, Board Policy, Handbook, and Manual Review

Administrative Procedures

Most Board policies contain a “procedure” section, but not all required procedures will be anticipated and included as part of the original policy. The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent may submit it to the Board as an information item. Such procedures need not be approved by the Board, though they may be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. On controversial topics, the Superintendent will request Board approval. In most instances, when the guiding policy is next revised, the new procedures will be incorporated into the new policy.

Policy Review

Policies approved by the agency Board of Trustees will be reviewed, and reapproved and/or updated, in accordance with this policy.

1. Individual Board policies which do not have changes will be submitted for review and reissuance as part of the consent agenda at least every three years.
2. Individual Board policies which change, specialty handbooks, and manuals will be reviewed as necessary to remain current. This determination is made by the Superintendent.
3. Handbooks and Manuals that require staff and/or student acknowledgement and/or stakeholder input will be reviewed annually. The goal of this review is to gain input from all stakeholders, so students and staff will start the review in the spring, followed by input from the CEA, COSSA Stakeholders Group, COSSA Foundation, and finally Board review and approval, in time for a new school year.

LEGAL REFERENCE:

None

POLICY HISTORY:

Adopted: August 20, 2018
Originally issued as Policy 211. Reviewed and reissued as Policy 1310 on January 19, 2022