

Understanding Board Policies and Administrative Regulations

Christopher R. Hoffman, Superintendent

Overview

Elk Grove Unified School District understands the important function of developing and maintaining education policy. Policies guide school boards and district staff in making important decisions on education matters.

What is a Board Policy (BP) and Exhibit?

A Board Policy is defined as:

- The Board of Education adopts Board policies that provide general guidance for effectively operating the school district.
- Statements reflecting principles that guide staff as they carry out their duties.
- Statements of principle intended to promote progress toward the district's goals.
- Exhibits are additional information, examples, or standard forms, necessary to understand and/or comply with a policy.

What is an Administrative Regulation (AR)?

An Administrative regulation is defined as:

- District Administration develops and approves Administrative Regulations that directly support the Board Policies.
- The Administrative Regulation provides specific procedural steps for carrying out a policy.
- Procedures are specific rather than general, translating the basic policy into action by designating *how*, *by whom*, *where* and *when* certain actions are to be carried out or limited.

What are Board Bylaws (BB)?

- Bylaws are rules adopted by an organization primarily for the purpose of governing its members and the regulation of operating the school district.
- Bylaws also provide guidance on roles and responsibilities of Board Members and rules and procedures for conducting Board meetings.

Board Policy Organization

Policies and administrative regulations are organized as follows:

- 0000** Philosophy-Goals-Objectives-Comprehensive Plans including: District Goals, Site Councils, Technology Plan, Safety Plan
- 1000** Community Relations including: Visitors/Outsiders, Volunteers, Complaint Procedures
- 2000** Administration including: Superintendent Evaluation
- 3000** Business & Noninstructional Operations including: Budget, Transportation, Food Services, Emergency Procedures
- 4000** Personnel
- 5000** Students including: Grades, Discipline, Health issues
- 6000** Instruction including: Curriculum, Special Education
- 7000** Facilities including: Facilities Master Plan
- 8000** Left blank for future expansion
- 9000** Bylaws of the Board

Board Policy References

- **Cross References** - A "cf." followed by a policy number and title indicates a cross reference to a related policy. If the district has adopted the cross referenced policy, you may click on the link provided to access the policy.

Example: (cf. 5121 Grades/Evaluation of Student Achievement)

- **Legal References** - Citations related to laws or court decisions are provided in the legal references at the end of policies, bylaws and those regulations for which no policy is provided.

Example: Legal Reference:
EDUCATION CODE
48230 Exemption from full-time school attendance for students with work permits

- **Management Resources** - Additional materials that may be helpful are listed under Management Resources at the end of policies, bylaws or regulations. Management resources include California Department of Education advisories and CSBA reports.

Example: Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Acronyms

Attached is a California Department of Education Department website link that lists many acronyms used in education documents.

<https://www.cde.ca.gov/re/di/aa/ap/index.asp>

Questions

Should you have questions regarding policies, please contact Delia Friesen in the Superintendent's Office at (916) 686-7700.