

# **Policy 2018(a)**

## **Administration**

### **Policy and Regulation Systems**

#### **Policy Manual**

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available in accordance with Policy 9311.

#### **Policies**

Policies are statements of intent adopted by the Board of Education. Policies serve as guides to the administration for operating the school system. Policies are formulated, adopted, or amended in accordance with the Board's bylaw on this subject (cf. 9311).

#### **Regulations**

The Superintendent shall specify the required actions and design the detailed arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the school system are to be designated as "regulations," and are to be placed in the policies and regulations manual. The regulations shall be presented to the Board before implementation in the school system whenever practicable or as soon thereafter as possible. Administrative regulations must be consistent with the policies adopted by the Board of Education.

The Superintendent should, as a matter of good administrative procedure, develop a system whereby staff members are involved in development of regulations in order to make certain that each regulation is complete, efficient, sufficient to the need, consistent with adopted Board policy, and capable of full implementation.

#### **Bylaws**

Bylaws are the rules governing the internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the same procedure used for development or modification of policies shall be followed.

(cf. 9311 - Formulation, Adoption, Amendment of Policies)

(cf. 9312 - Formulation, Adoption, Amendment of Bylaws)

(cf. 9313 - Formulation, Adoption, Amendment of Administrative Regulations)

## **Policy 2018(b)**

### **Administration**

#### **Policy and Regulation Systems (continued)**

Legal Reference: Connecticut General Statutes

10-157 Superintendents: Relationship to local or regional board of education; written contract for employment; evaluation of superintendent by board of education.

Policy adopted: March 18, 2004  
Policy revised: September 19, 2019

**WATERFORD PUBLIC SCHOOLS**  
Waterford, Connecticut