

POLICIES AND REGULATIONS
SCHOOL DISTRICT #1
SWEETWATER COUNTY, WYOMING

This manual contains the policies of the Board of Trustees (reproduced on white paper); the major regulations intended to implement policy (yellow paper); and certain reference or "exhibit" documents that relate to policies and/or regulations (green paper).

Policy development in a modern, forward-looking school system is a dynamic ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Board employs the looseleaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations, and exhibits are distributed by the central office.

How to Use This Manual.

School District #1, Sweetwater County, operates according to policies established by the Board of Trustees. The Board, which represents the state and the people of the local communities, develops policies after careful deliberation, and the school administration implements them through specific regulations and procedures. The Board then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies.

Please note: All copies of this manual are the property of School District #1, Sweetwater County, Wyoming.

How the manual is organized. The manual is organized according to the classification system developed by the Educational Policies Service of the National School Boards Association. The system provides an efficient means of coding, filing, and finding policies, regulations, and other documents.

There are 12 major classifications, each bearing an alphabetic code:

A--FOUNDATIONS AND BASIC COMMITMENTS
B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
C--GENERAL SCHOOL ADMINISTRATION
D--FISCAL MANAGEMENT
E--SUPPORT SERVICES
F--FACILITIES DEVELOPMENT
G- -PERSONNEL
H--NEGOTIATIONS
I--INSTRUCTIONAL PROGRAM
J--STUDENTS
K--SCHOOL-COMMUNITY RELATIONS
L--EDUCATION AGENCY RELATIONS

Subclassification under each heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the bordered white page immediately following the tab for Section A-FOUNDATIONS AND BASIC COMMITMENTS.

The bordered white pages which follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section or "chapter" of this manual

How to find a policy. There are two ways to find a policy (or regulation) in the manual.

1. Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for the term to locate the sheet which will appear in alphabetical order by code within the particular section. (All pages of the manual are coded in the upper right-hand corner.) Or
2. Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of terms used in education. Look up your topic as in any index, find the code, and use the code to locate the sheets in the manual.

What if you can't find the term you are seeking? The code finder lists more than 1,800 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or a more general or specific term appropriate to the topic.

What if you can find the term and code, but there is no policy or regulation? This probably means that the school system has no written policy or important regulations in the particular area. All terms used in the classification system appear in the sectional tables of contents and code finder to accommodate the coding, insertion, and finding of policies or regulations that may be issued later. But there is one other possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read up the classification system. For example, a policy statement which relates to all meetings of the Board might be filed under "School Board Meetings" (BD) rather than "Regular Board Meetings" (BDA).

Using the signs and symbols. Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or in examining policies. Included are the following:

- SN: Scope Note. These notes appear following certain entries in the sectional tables of contents to clarify or limit the use of the term.
- Also: Certain policies bear two codes in the upper right-hand corner. The second is in parentheses and is preceded by "Also." This means that the identical policy (or regulation) is filed under both codes.
- R This symbol following a code indicates that the statement is a regulation, not a Board policy. The statement appears on a yellow, rather than on a white page.
- E Exhibit. This symbol following a code indicates that the EPS/NSBA statement is a reference document, such as a calendar, application form, etc., rather than a policy. Such statements are on green pages.
- * An asterisk following a code indicates that the EPS/NSBA classification system has been expanded to include a new term. Note: A listing of all terms which have been added to the system is provided on the blue sheet preceding the Code Finder Index.
- Dates: Where possible the original date of adoption/issuance appears immediately following each policy/regulation. If the policy/ regulation was revised by later Board action that date is also shown. The notation "Adopted: date of manual adoption" refers to the date this entire manual was originally adopted by the Board. That date is noted on page 5 of this Introduction.

LEGAL REF.: Pertinent legal references are given to tell the reader where in law he may find certain statutes that relate to a policy.

Most of the legal references are to W.S. 21.1 through 21.1289. This is the Wyoming Education Code. References to the Wyoming Education Policies Reference Manual, published by the Wyoming State Department of Education (1976 revised edition), are also given.

It is important to mention here that other laws and state regulations, and/or court decisions, may also be applicable to a particular policy.

CROSS REF.: Certain policies/regulations relate to others. Cross references are provided following many statements to help the reader find all of the related information he seeks.

About Policies and Regulations

Generally, the role of a board of education is to set policy and the role of the administration is to execute it. Here is the basic distinction as set forth by the National School Boards Association:

Policies are principles adopted by the board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day after day problems; they need to be narrow enough to give the administration clear guidance.

Regulations are the detailed directions usually developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.

These definitions are serviceable most of the time. They reflect sound theory of governance and administration. But the real world does not always conform.

Often the state and federal governments require boards of education to develop detailed regulations and procedures; and many regulations are established by law or by the state department of education.

A board also signs many contracts and agreements which incorporate regulations. There is no distinction in these documents between policy and regulation.

Additionally, the public may demand that the board itself, not the administration, establish specific regulations and procedures in certain sensitive areas.

Thus the separation of content for the white and yellow pages in this manual follows several rules of thumb in addition to the theoretical distinction between policy and regulation:

1. Edicts of the State when presented (even though regulations) usually appear on white pages.
2. Where the Board has written regulations required by law or in particular sensitive areas and has incorporated them into policy, the entire statement is sometimes presented as policy on a white page; or the regulation may be extracted from the policy and presented on a separate yellow page, with a notation to the effect that the regulation has been approved by the Board.
3. Where the Board has adopted bylaws and regulations concerning its own operations (for instance, how it conducts meetings), these statements appear as policy on white pages.

As long as the administration operates within the guidelines of a general policy adopted by the Board, it may issue regulations without prior approval of the Board, except in those areas in which the Board is legally required to act or has specifically asked that a particular regulation be given prior Board approval. However, only the Board may adopt new policies or revise old ones.

Is the Manual Complete?

No. The manual contains all of the current written policies of the Board to date. But continually, the need for putting additional policies in writing, for adopting new ones, and revising old ones becomes apparent. Additionally, state law and regulations change. No matter how well conceived and well developed, a policy manual can never be 100% complete and 100% up to date. Policy development is a continuing process. So from time to time, new policies, regulations, and reference documents will be developed, coded according to the classification system, and issued for insertion in the manual.

Order of precedence. Board policies and regulations must be read and interpreted in the light of the Wyoming Statutes, state regulations, and other laws. Wherever inconsistencies of interpretation arise, the law and state regulations prevail.

Terminology. To avoid problems of wording, masculine pronouns used in this manual refer to both sexes.

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It is the hope of the Board that this collection of policies and regulations will make greater harmony and efficiency possible in all areas of school operations. This will enable the Board to devote more time to its primary duty---the development of long-range policies and planning for the future of the school district.

Board of Trustees
School District #1, Sweetwater County, Wyoming
Date: _____