



*principles
& values
charting a
course of
action*

TUSD

Tucson Unified School District

Policy Development &
Implementation
Regulations BG - R



1010 East 10th Street
Tucson, Arizona 85719
520-225-6000

Policy Development and Implementation Guidelines

Table of Contents

	Page
Purpose of the Guidebook	3
Target Audience	3
Overview of Board Policies	3
Benefits of Board Policies and Regulations	3
Organization of Policies	4
Definitions	5
Policy Development Process	6
Policy Development Process Flowchart	7
Structure of Board Policies	8
Responsibilities	9
Policy Review and Revisions	10
Education and Distribution	10

Purpose of the Guideline Book

To provide all persons involved in writing, reviewing, commenting, and approving policies, and regulations a common set of guidelines for Tucson Unified School District.

Target Audience

Governing Board, Community Review Committee, Administrators, Directors, and any individual involved in developing policies.

Overview of Board Policies

Policy Development is a crucial school board role in our system of education governance. Like Congress, state legislatures, and city or county councils, school boards establish the direction and structure of their school districts by adopting policies through the authority granted by the state legislature. School board policies have the force of law equal to statutes or ordinances. Policies establish direction for the District; they set the goals, assign authority, and establish controls that make school governance and management possible. Policies are the means by which educators are accountable to the public.

Benefits of Board Policies and Regulations

- * Provides direction for decision making to ensure operational consistency.
- * Assures the safety and protection of all people.
- * Establishes a standard for behavior and a common code of conduct.
- * Reduces upheaval when personnel change or leave the organization.
- * Strengthens TUSD's defense if sued.
- * Provides a valuable orientation and training tool for volunteers, employees, board members, and community.
- * Demonstrates to volunteers and the community TUSD's credibility as a well-run organization.

Organization of Policies

National School Board Association (NSBA) recommends and supports the National Education Policy Network (NEPN) Classification System for organizing policies.

NEPN uses an alphabetic coding system, designed so that policies can be easily and quickly located, to organize policies. The system is contained in 12 sections as follows:

A Foundations and Basic Commitments – The District’s legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board’s other policies and regulations.

B School Board Governance and Operations – The school board – how it is elected; how it is organized; how it conducts meetings, and how the board operates. This section includes bylaws and policies establishing the board’s internal operating procedures.

C General School Administration – School management, administrative organization, and school building and department administration – including the administrative aspect of special programs and system wide reforms such as school – or site-based management. It also houses personnel policies for the superintendent and executive team.

D Fiscal Management – School finances and the management of funds, material resources, purchasing and warehousing. Policies on the financing of school construction and renovation, however, are filed in Section F, Facilities Development.

E Support Services – Non-instructional services and programs, particularly those on business management such as safety, building, and grounds management, office services, transportation, and food services.

F Facilities Planning and Development – Facility planning, financing, construction and renovation. It also includes the topics of temporary facilities and school closings.

G Personnel – Personal Policies for all school employees except for the superintendent and executive team.

H Negotiations – The process of negotiating with bargaining units recognized by the school board and authorized under state law.

I Instruction – The instructional program: basic curricular subjects; special programs, instructional resources, evaluation of programs, and academic achievement.

J Students – Admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.

K School-Community Relations – Parent and community involvement in schools. Statements on public sector relations with the District, except for policies concerning education agencies.

L Education Agency Relations – The District’s relationship with other education agencies – including other school systems, regional or service districts, private schools, colleges and universities, education research organizations, and state and national education agencies.

Each section has its own family of subcategories - codes that are accompanied by descriptor terms that identify titles for policy statements. The first letter identifies the section. Within each section there are subcategories with a broad policy followed by related policies with more details.

Regulations are identified with an -R following the code of the policy. If there is more than one regulation, the “-R” will be followed by a letter; e.g., “-RA,” “-RB”.

Exhibits are identified with an -E following the code of the policy. If there is more than one exhibit, the “-E” will be followed by a letter; e.g., “EA,” “EB”.

Definitions

Policy A written statement that clearly indicates the position and values of the District on a given subject. It contains rules and tells one what to do.

Regulation Written detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done. They describe the approval and recommended steps for a particular act or sequence of acts.

Exhibits Written checklists, sample documents, forms, and other informational items to assist in implementing policies or procedures.

Standard Practice Guides Written guidelines that may include policies, regulations and exhibits targeting a specific audience, (e.g. teachers) or on a specific subject or program, (e.g. field trips).

Policy Development Process

Board policies may be initiated by any office in the District, but all must complete a series of approvals. Staff develops and provides oversight of policy and its implementation in the District. Policies may also be developed at the request of the Governing Board.

A regular policy is one subject to the formulation and review steps described in the board policy: **BG - Board Policy Process**. Once policy language has been developed for a new regular policy, it is reviewed by the District's legal counsel. In addition, most but not necessarily all potential policies are reviewed by the Community Review Committee before going to the Superintendent for final review and presentation to the Governing Board.

Each Board policy has a lead department assigned. This lead department is responsible for seeing that the policy is implemented via regulations and standard practice guides. The lead department is also responsible for regularly reviewing and updating when laws and practices change.

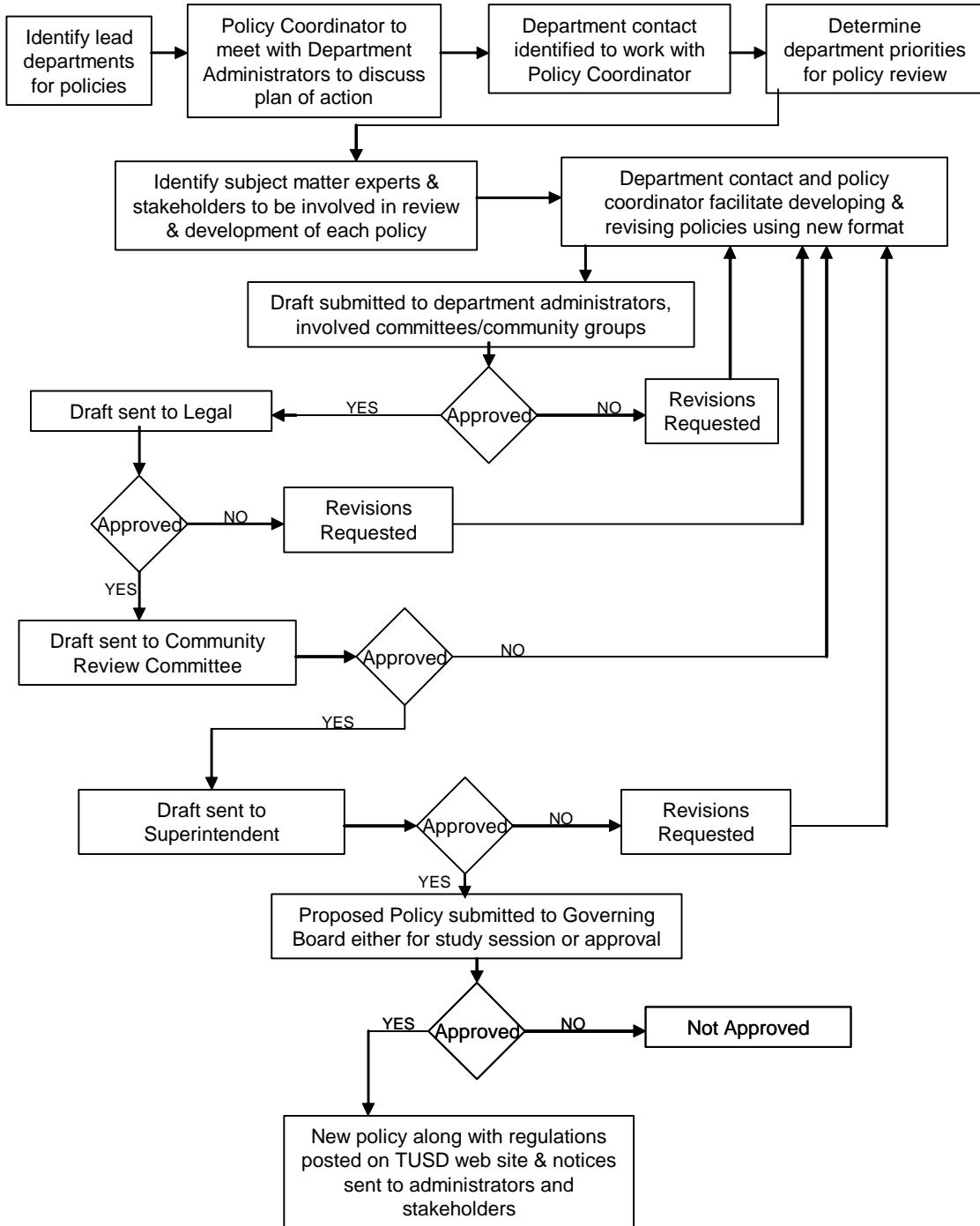
The Governing Board Office is responsible for seeing that the official website for Board policies, regulations, and exhibits are accurate and up-to-date.

The Legal Department assists District departments in the development, and updating of policies, regulations and standard practice guides.

Following is a flowchart to display the policy development process.

Tucson Unified School District

Policy Development



Policy Development Flowchart.ppt

Njj/3/04

Structure of Board Policies

Tucson Unified School District will be identified on each policy

Type: Policy, Regulation, Exhibit, Standard Practice Guide

Title: Policy Title

Code: Letter code for the Policy

Lead Department Responsible department for reviewing, updating and implementing.

Date of Adoption Board approved date for adoption.

Date of Revision Date Board approved any revisions.

Review Dates Last date the Lead Department reviewed the policy.

Legal References Pertinent legal references are stated where in state law certain statutes that relate to a policy may be found. Unless otherwise noted, all references are directed to the Arizona Revised Statutes. In addition other laws and/or court decisions may also be applicable to a particular policy. The following abbreviations are used in legal references:

A.A.C.	Arizona Administrative Code
A.G.O.	Attorney General Opinion
A.R.S.	Arizona Revised Statutes
C.F.R.	Code of Federal Regulation
P.L.	Public Law (federal law as it is identified by Congress)
U.S.F.R.	Uniform System of Financial Records
U.S.C.	United States Code

Cross References Certain policies are related to other policies. Cross references are provided to help find related information.

Responsibilities

Lead Department

- * Review, revise, or write the draft policy incorporating other departments, community members, and/or committees, parents as needed.
- * Review the adopted policies bi-annually or as needed depending on changes in the law, business practices, etc.
- * Provide updates to the Legal Department for review and publishing.
- * Develop and implement regulations to ensure compliance.
- * Train all relevant individuals regarding any policy or regulation changes.

Community Review Committee

To review policies for the following items.

- * Business viability – does it reflect sound business practices?
- * Consistently reflect values and mission of the District and expectations of the community.
- * The policy does not contradict another policy, but rather support others.
- * Fair/equitable to staff and students

Legal Department

- * Review for legalities.
- * Provide information to Lead Department regarding statutory changes as received from ASBA.

Governing Board Office

- * Maintain the official website for Board policies and regulations to assure accurate and up-to-date information.

Policy Review/Revisions

- * Policies and Regulations should be reviewed at least every two years. If no changes are made, the review date appears in the policy, but a revision date remains the same and all previous revision dates should be included.
- * When reviewing, if two policies are found to be similar, consider combining them into one.
- * If a policy is no longer relevant, it must be deleted from the manual.
- * Input from individuals who will be expected to follow the policies and regulations is helpful and should be solicited when a review of policies is undertaken.

Education and Distribution

- * Education and training are key components in the implementation of any policy and regulation adoption and revision. The Lead Department is responsible to ensure all individuals are aware of the changes and implementation strategies.