

POLICIES AND REGULATIONS OF THE BRISTOL WARREN REGIONAL SCHOOL COMMITTEE

This manual contains the policies of the Bristol Warren Regional School Committee (reproduced on white paper); the major regulations intended to implement policy (yellow paper); and certain reference of "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 loose - leaf 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.

The Bristol Warren Regional Schools operate according to policies established by the School Committee. The Committee, which represents both the state and local communities, develops the policies after careful deliberation, and the school administration implements them through specific regulations and administrative action. The Committee then appraises the effects of its policies and makes revisions as necessary.

In conformance with state law and in the interest of harmony, efficiency, uniformity of interpretation, coordination of effort, the Committee makes this manual available to all who are affected by its policies by placing one copy or more in each of the schools, in the public libraries and in the central administrative offices.

Please note: All copies of this manual are the property of the Bristol Warren Regional School District.

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 and adopted by the South Carolina School Boards Association. The system provides an efficient means for coding, filing and finding board policies, administrative rules and other documents.

There are 12 major classifications, each bearing an alphabetical 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

Sub-classification under each major heading is based on logical sequence and alphabetical sub-coding. For an example of the sub-coding system, examine the white page immediately following the tab for Section A- Foundations and Basic Commitments.

The 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. As noted above, School Committee policies (including bylaws) are reproduced on white paper; regulations are reproduced on yellow pages; exhibits are reproduced on green paper.

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 13 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that 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 at the end of the manual. The code finder is an alphabetical index of all terms used in education. Look up your topic as in any index, find the code, and use the code to locate the sheet 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 regulation in the particular area. All terms used in the classification system appear in the sectional tables of contents and code finder index 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 it, 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 School Committee might be filed under "School Committee" (BD) rather than "Regular School Committee Meetings" (BDA).(Please note: in the classification system and index read "School Committee" for "School Board."

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 examining policies. Included are the following:

- 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 Committee policy. The statement appears on yellow, rather than on a white page.
- E Exhibit. This symbol following a code indicates that the 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 distinctively local policy and term. NOTE: A listing of all local terms which have been added to the system is on a blue sheet preceding the Code Finder Index.
- Dates: When possible the original date of adoption/issuance appears immediately following each policy rule. In other instances, an approximate date, or reapproval date, is used.
- LEGAL REF.: Pertinent legal references are given to tell the reader where in state law he may find certain statutes that relate to a policy. Unless otherwise noted, all references direct the reader to Title 16 of the General Laws of Rhode Island, 1956, as amended through January 1982. It is important to mention here that additional laws and/or court decisions may also be applicable to a particular policy. When possible the original date of adoption/issuance appears immediately following each policy rule. In other instances, an approximate date, or reapproval date, is used.

CONTRACT REF.: Agreements reached through negotiations with recognized staff organizations have the full force of Committee policy. References to negotiated agreements are provided, as appropriate, to direct the reader to statements in these agreements.

CROSS REF.: Certain policies relate to others; Cross references are provided following many statements to help the reader find all related information.

About School Committee Policies

Generally, the role of a school committee 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 and adopted by the National School Boards Association.

Policies

Policies are principles adopted by the Committee to chart a course of action. They tell what is wanted and may include 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 developed to put policy into practice. They tell how, by whom, where and when things are to be done.

The separation of policies and regulations in this manual follow several rules of thumb in addition to the basic theory above:

1. All edicts of the state are considered mandated School Committee Policy. They appear on white pages.
2. When the school system's practice in a particular area has been established through a negotiated agreement, a reference to that practice is presented as "policy"—on a white page.
3. When the School Committee has adopted bylaws concerning its own operational and organizational procedures, these statements appear as policy on white pages.
4. Regulations, ordinarily issued by administration, appear on yellow pages with the identifying line "Issued (date)" at the end. In some instances, the School Committee has reviewed and given approval to a regulation. Such regulations also appear on yellow pages and end with the line "Approved (date)."

Is the manual complete?

No. The manual contains all of the current written policies of the School Committee to date. But continually, the need for putting additional policies in writing, for adopting new ones, and revising old ones becomes apparent.

No matter how well-conceived and well-developed, a policy manual can never be 100% up-to-date. Policy development regulations and reference documents will be developed, coded according to the classification system, and issued for insertion in the manual.

Order of precedence. School Committee policies and accompanying regulations, as well as negotiated agreements with staff bargaining units, must be read and interpreted in the light of the Rhode Island education laws (Title 16) and other statutes and state regulations. Wherever inconsistencies of interpretation arise, the law and state regulations prevail. A line with the contract for members of the particular bargaining unit.

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 of trustees that this collection of policies and rules will make a 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 system.

School Committee
Bristol Warren Regional Schools
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