WASHOE COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES
Policies and Regulations – Development, Revision and Adoption

BOARD POLICY

Principles and Guidelines adopted by the Board of Trustees in support of District goals and used to guide administrative decisions; sets parameters for compliance with legal requirements; and usually requires administrative regulations for full implementation

ADMINISTRATIVE REGULATION

Detailed guidelines developed by the superintendent's staff that sets forth the mechanics for implementing Board policy, or state or federal laws and regulations. The Superintendent is empowered to establish and modify administrative regulations without prior approval of the Board of Trustees.

Identify: Staff will identify the need for a new policy to be drafted or an existing policy be revised, to align with District goals or process, or comply with changes to state or federal laws or regulations.

Identify: Staff will identify the need for a new administrative regulation to be drafted or an existing administrative regulation be revised, to align with Board Policy, District goals or process, or to comply with state or federal laws or regulations.

Draft: Language is put into working draft form by Staff, in conjunction with the Policy Coordinator

Research, compose, revise: Staff will research, compose and/or revise documents, with support from the PC.

Engage: Staff shall seek input from community stakeholders during the process of researching, writing and revising a policy.

Engage: Staff may seek input from community stakeholders during the process of researching, writing and revising a regulation.

Review and Approval: The proposed draft of the policy or regulation shall be reviewed and approved by the following:

Operational Policies:
Operations Leadership Team
District Leadership Team / Superintendent
Board of Trustees Policy Committee
Board of Trustees (Discussion)
Board of Trustees (Preliminary Approval)
Public Review and Comment Period
Board of Trustees (Final Approval)

Academic Policies:
Academic Leadership Team
District Leadership Team / Superintendent
Board of Trustees Policy Committee
Board of Trustees (Discussion)
Board of Trustees (Preliminary Approval)
Public Review and Comment Period
Board of Trustees (Final Approval)

Administrative Regulations:
Appropriate Staff
Department Team
Operational Leadership Team, when appropriate
Academic Leadership Team, when appropriate
District Leadership Team / Superintendent

Inform: The Superintendent shall inform the Board of Trustees of approved administrative regulations