

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 1040-01</b>
<b>SUBJECT:</b>  <b>POLICIES AND REGULATIONS</b>	<b>DATE OF ISSUE: 06/18/80</b>
	<b>REVISIONS: 03/31/94; 08/01/96; 03/31/97; 11/17/16; 07/12/19</b>
	<b>PREPARING OFFICE: SUPERINTENDENT</b>

**I. PURPOSE:**

To establish the responsibility and outline procedures for the initiation, preparation, review, approval, publication, and distribution of new and revised policies and regulations.

**II. DEFINITIONS:**

- A. Policy: Recommendations by the superintendent and adopted by the Board of Education to serve as the basis for development and implementation of educational programs and/or for management of the school system. Policy includes what is required, and may include why and how much. Federal and state laws, federal and state regulations, bylaws of the State Board of Education, and federal guidelines are, in effect, "mandated policies."**
- B. Regulation: Directives issued to establish authority; to assign responsibility; to state a policy and set forth approved procedures for its implementation; to provide guidelines for determining a course of action; and/or to prescribe a method or establish a standard of operation.**
- C. Procedure: Detailed instructions developed by the administration to put policy into practice, to implement programs and/or to provide for efficient management of school system affairs. Procedures consist of clear statements of what to do, how to do it, when and by whom it is to be done.**

**III. DEVELOPING A POLICY:**

The superintendent, school district attorney, deputy superintendent, assistant superintendent or the general director having primary responsibility for the function or subject covered in a policy is responsible for initiating a new policy and for revising an existing policy to meet a recognized need. Such policies may be a result of a request from the Board. This responsibility includes:

- A. Determining the content of a policy;**
- B. Submitting draft proposals for review by members of the Superintendent's Council;**
- C. Assuring that the policy is complete, accurate, and appropriate;**

- D. Assuring that the policy is consistent with legal requirements;
- E. Discussing the policy or policy changes with the Board Policy Committee; and
- F. Submitting a copy of the approved policy to the office of the clerk of the board for placement on the board agenda for approval.

**IV. REVISING A POLICY:**

Revisions should be noted on an existing copy in red ink.

**V. PUBLISHING A POLICY:**

The school district attorney or the clerk of the board is responsible for preparing an approved policy for publication and for coordinating publication activities. This responsibility includes:

- A. Assigning classification and sequence number to policies;
- B. Determining, according to the criteria, whether the policy is a new issue or a reissue of an existing policy; and
- C. Issuing and ensuring page additions or replacements are posted on the district website.

**VI. DISTRIBUTING A POLICY:**

New or amended policies shall be posted on the district website within a reasonable time after their adoption. Paper copies of revised policies will not be distributed.

**VII. REGULATION CONTENT:**

**A. Regulations include, as a minimum:**

1. A statement of purpose;
2. The assignment of responsibility for implementation; and
3. Procedures to be followed to achieve the intended results.

**B. When appropriate, regulations include:**

1. A policy statement (Board of Education policy, state law or State Board of Education bylaw, quoted and referenced) when it is the basis for a regulation;
2. Background information when required to establish the need for the regulation;
3. Definition of terms used in the regulation when needed to assure common understanding;
4. Guidelines for determining a course of action;
5. Effective date if other than date of issue;

6. Identification of forms (if any) needed in the implementation process; and
7. Other information, as required.

#### **VIII. DEVELOPING A REGULATION:**

**Initiation and Preparation:** The superintendent, school district attorney or school administrator having primary responsibility for the function or subject covered in a regulation are responsible for initiating a new regulation and for revising an existing regulation to meet a recognized need. This responsibility includes:

- A. Determining the content of a regulation;
- B. Submitting draft proposals for review by personnel having an interest in the regulation content;
- C. Assuring that the regulation is complete, accurate and appropriate, including reference to forms required;
- D. Assuring that the regulation is consistent with established policy and legal requirements (this includes determining the need for new policy or revision of existing policy);
- E. Determining that regulation does not conflict, duplicate, or overlap existing regulations;
- F. Assuring all references to Board of Education policy, state laws, or State Board of Education bylaws are current;
- G. Presenting the proposed regulation to the Superintendent's Council for discussion and approval;
- H. Submitting a copy of the proposed regulation to members of the board of education; and
- I. Submitting a copy of the approved regulation to the office of the clerk of the board.

#### **IX. REVISING A REGULATION:**

Revisions should be noted on an existing copy in red ink.

#### **X. PUBLISHING A REGULATION:**

The school attorney or the clerk of the board is responsible for preparing an approved regulation for publication and for coordinating publication activities. This responsibility includes:

- A. Assigning classification and sequence number to regulation;
- B. Determining, according to the criteria below, whether the regulation is a new issue or a reissue of an existing regulation with revisions.

1. **New Regulation:** A regulation not directly related to any existing regulation or one covering a different aspect of the subject of an existing regulation is published as a new issue identified with the appropriate classification number and a new sequence number.
  2. **Reissue:** A regulation that incorporates major changes in an existing regulation is published in its entirety as a replacement. It is identified by the original classification and sequence number and assigned a new date of reissue.
- C. No regulation shall be published if the policy it is designed to implement is not approved by the board of education.

**XI. DISTRIBUTING A REGULATION:**

New or amended regulations shall be posted on the district website within a reasonable time after their adoption. Paper copies of revised policies will not be distributed.