



## Policy Review Committee Comments Form

**Date:** \_\_\_\_\_

**Committee Members:** \_\_\_\_\_

**Other Interested or Affected Persons:** \_\_\_\_\_

*Please review the attached Board Policy and/or Administrative Regulation and return your comments to Dalene Morris (or Wanda Engleman) by \_\_\_\_\_.*

\* **Board Policy #** \_\_\_\_\_ **Title:** \_\_\_\_\_

\* **Administrative Regulation #** \_\_\_\_\_ **Title** \_\_\_\_\_

Summary of rationale for development and/or revision: \_\_\_\_\_

<u><b>BOARD POLICY</b></u>				<u><b>ADMINISTRATIVE REGULATION</b></u>		
It states what should be done ...not how to do it.	<u>Yes</u>	<u>No</u>		Contains specific directions (i.e., how, by whom, where & when things are to be done).	<u>Yes</u>	<u>No</u>
It is clear and precise.	<u>Yes</u>	<u>No</u>		It is clear and precise.	<u>Yes</u>	<u>No</u>
It will remain stable despite personnel changes.	<u>Yes</u>	<u>No</u>		The procedure and timeline is specified	<u>Yes</u>	<u>No</u>
				It will remain stable despite personnel changes.	<u>Yes</u>	<u>No</u>
Comments/Suggestions:						
Reviewed By:				Date:		

**\*see back for definitions of Board Policy & Administrative Regulation**

## POLICY MAKING

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### **What are policies, regulations, and bylaws?**

A *policy* is a guide for discretionary action. It must be narrow enough to give clear guidance to the superintendent, but broad enough to allow use of discretion in meeting the circumstances of individual cases. Boards *adopt* policies.

A *regulation* (rule) is a specification of a required action. It tells exactly what is to be done, and usually tells who is to do it and when. Rule-making is the administrator's job. It's one of the methods the superintendent uses to carry out the governing board's intentions as expressed in governing board policies. Board *approve* administrative regulations or rules.

A *bylaw* is a rule governing the board's internal operations. Good bylaws build stability into governing board operations, and prevent the press of the moment from pushing the governing board into reactions it may later regret. Boards *adopt* bylaws.