

**EASTFORD ELEMENTARY SCHOOL  
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# **POLICY MANUAL**

## **ADMINISTRATION**

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## **BOARD OF EDUCATION**

**DENNIS BARLOW  
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CHRISTOPHER COREY  
THOMAS HUGHES  
CHRISTINE HUSTUS  
KIMBERLY PAGE  
DEBRA ST. JEAN**

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## **Introduction**

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## THE POLICY MANUAL

This policy manual answers the question of how the board of education can provide direction to the district's public schools while allowing the superintendent of schools appropriate administrative freedom to direct the day to day operation of the school district. Board of Education Policies are guides for the superintendent in writing and implementing administrative regulations and to direct the superintendent and the staff in carrying out their daily educational responsibilities.

The manual includes **Policies, Regulations, and Bylaws**:

**Policies** are guides for discretionary action by the Superintendent specific enough to give clear guidance as he/she makes decisions but general enough to allow discretionary administrative leadership consistent with specific circumstances. (Policies are on blue paper.)

Adopting policy is the Board of Education's responsibility and the most effective and appropriate way for the Board of Education to direct the Superintendent without losing the benefits of the Superintendent's professional skills. Policy tells the Superintendent what should be done, but doesn't tell him/her how to do it. An example of policy might be: "The Superintendent of Schools shall develop procedures to ensure that students attending local schools meet residency requirements.

**Bylaws** are special policies governing the Board of Education's internal operations to build stability into board operations and to prevent momentary pressures from pushing the Board into actions it might later regret. An example of a Board bylaw might be: "A majority of the entire Board membership shall constitute a quorum at any regular or special meeting of the Board the Board may take no action in the absence of a quorum except to adjourn to another date, unless this bylaw is waived in accordance with Bylaw 9322." (Bylaws also are on blue paper.)

**Regulations** are Superintendent responsibility to amplify Board of Education policies and specify required actions more precisely than policies and explain: what is to be done; who is to do it; and when it should be done. Consistent with the Board of Education policy example above on non-resident students, the Superintendent might develop many pages of regulations of procedures to determine a pupil's legal residence, form letters, affidavits, hearing notices, a required hearing process, etc. (Regulations are on yellow paper.)

## **ORGANIZATION OF THE MANUAL**

The policy manual uses eight categories within which are hundreds of policies — each category is assigned a four digit series number and has its own table of contents:

0000	Purposes-Goals-Objectives
1000	Community Relations
2000	Administration
3000	Business and Non-Instructional Operations
4000	Personnel
5000	Students
6000	Instruction
9000	Board Bylaws

If policies or regulations are more than a single page, letters in parentheses (a), (b), (c), etc. follow the four digit code to indicate consecutive pagination of multiple page policies.