



**Responsible Office:** Office of the General Counsel

## **BOARD POLICY 9070**

### **BOARD POLICIES, ADMINISTRATIVE REGULATIONS, AND ADMINISTRATIVE PROCEDURES/MANUALS**

#### **PURPOSE**

The Washoe County School District (District) Board of Trustees (Board) hereby adopts this Board Policy to adopt, repeal or amend Board Policies, Administrative Regulations and Administrative Procedures/Manuals.

#### **DEFINITIONS**

1. "Administrative Procedures/Manuals" establish the day-to-day practice for consistent implementation of Board Policies and Administrative Regulations.
2. "Administrative Regulations" are directions developed by the Superintendent to put Board policies into practice. They tell how, by whom, where, and when things are to be done.
3. "Board Policy" is how the Board communicates what it wants from administration by providing a framework in which the Superintendent and other District employees can discharge their assigned duties.
4. "Non-substantive change" refers to *de minimis* changes including correcting typos, spelling or grammatical errors as well as updating headers or footers, titles of employees or departments, and legal cross references.
5. "Responsible Office" is the District office or department designated by the Superintendent responsible for each Board Policy.
6. "Substantive change" refers to a significant revision of a Board Policy including an amendment.

#### **POLICY**

1. Board Policy
  - a. Each Board Policy shall contain the following sections:
    - i. "Purpose" shall state the Board's reason for or objective of the Board Policy.

- ii. "Definitions" state the definitions of words and/or terms needed to be defined for purposes of the Board Policy. All words are presumed to have their common meaning unless otherwise defined in the Board Policy.
  - iii. "Policy" establishes the provisions deemed necessary to carry out the purpose and intent of the Board Policy.
  - iv. "Legal References and Associated Documents" provides references to associated governing documents as well as state and federal laws and regulations.
  - v. "Revision History" consists of a record of the adoption date and any changes made to the Board Policy.
- b. Board Policy creation, adoption, revision, or deletion process.
- i. A Board Policy may be adopted, repealed, or amended under the following circumstances:
    - 1) As required to comply with local, state, or federal laws or regulations;
    - 2) A Trustee may request of the Board President an agenda item to adopt, repeal, or amend a Board Policy consistent with the adding agenda items process found in the Meeting Protocols Board Policy. If the Board takes action to adopt, repeal, or amend the Board Policy, the Superintendent shall take the appropriate steps to place the affected Board Policy on the agenda of a Board meeting for action; or
    - 3) The Superintendent or the Responsible Office may request an agenda item to adopt, repeal, or amend a Board Policy, consistent with the adding agenda items process found in the Meeting Protocols Board Policy. It is the responsibility of the Responsible Office to ensure the effectiveness of its Board Policy(ies) and to bring forward recommended adoptions, repeals, and/or amendments.
  - ii. The Responsible Office must forward the proposed adoption, repeal, or amendment to the Office of the General Counsel, who shall review the proposal before it is placed on a Board agenda.
    - 1) The Office of the General Counsel has authority to update the "Legal References and Associated Documents" section and make non-substantive edits without following the review

process outlined in this Board Policy. Such changes shall be documented in the "Revision History" section of the Board Policy.

iii. Review by the Board.

- 1) At a meeting of the Board, the Board shall consider the adoption, repeal, or amendment of a Board Policy for preliminary approval.
- 2) After preliminary approval by the Board, the District shall post the adoption, repeal, or amendment of a Board Policy for public review and comment for a period of 13 calendar days.
- 3) If the public comment period leads the Board to make additional substantive changes to the Board Policy, the Board will again preliminarily approve the Board Policy and conduct another 13-day public comment period.
- 4) At the conclusion of the public comment period and if the Board does not make any additional substantive changes, the Board will take action for final approval.
- 5) Final approval to adopt, repeal or amend a Board Policy lies solely with the Board.

- c. The effective date is upon final approval unless a specific effective date is otherwise provided.

2. Administrative Regulations

a. Administrative Regulations shall contain the following sections:

- i. "Purpose" states the reason for or objective of the document.
- ii. "Definitions" state the definitions of words and/or terms needed to be defined for purposes of the regulation. All words are presumed to have their common meaning unless otherwise defined in the regulation.
- iii. "Regulation" documents the provisions deemed necessary to carry out the purpose and intent of the associated Board Policy.
- iv. "Legal References and Associated Documents" shall provide references to associated District Board Policies, Administrative Regulations, and Federal and State laws and regulations.

- v. "Revision History" shall consist of a record of the adoption date and any changes made to the document.
  - b. The Superintendent may adopt Administrative Regulations as the Superintendent deems necessary to implement Board Policies. If the Board Policy directs the Superintendent to adopt Administrative Regulations, then the Superintendent must make reasonable efforts to do so.
  - c. The Superintendent shall provide notice to the Board and public of a 13-day public comment period to adopt, repeal, or amend Administrative Regulations.
  - d. Administrative Regulations must be consistent with the applicable Board Policy. To the extent an Administrative Regulation is inconsistent with the applicable Board Policy, that portion of the Administrative Regulation is not valid, but the remainder is still in effect.
- 3. Administrative Procedures/Manuals
  - a. District offices or departments shall adopt Administrative Procedures/Manuals to ensure the consistent implementation of Board Policies and Administrative Regulations.
  - b. Administrative Procedures/Manuals must be consistent with the applicable Board Policy and Administrative Regulation(s). To the extent Administrative Procedures/Manuals are inconsistent with the Board Policy or Administrative Regulation(s), that portion of the Administrative Procedures/Manuals is not valid, but the remainder is still in effect.
- 4. Categories for Governing Documents
  - a. 1000 Series, Communications and Community Engagement – Protocols related to community engagement, media relations, political activity, volunteers, visitors, and public complaint resolution.
  - b. 2000 Series, Administration – Protocols related to administrative personnel.
  - c. 3000 Series, Business and Finance – Protocols related to the management of District funds, including budgeting and the use, control, and accounting of funds.
  - d. 4000 Series, Personnel – Protocols related to human resources, classifications of employees, work schedules/assignments, ethics, evaluation, health and welfare, grievance procedures, leaves and absences, and termination/retirement.

- e. 5000 Series, Students – Protocols related to students, such as enrollment, attendance, rights, and responsibilities, conduct and discipline, student safety and welfare, and other student matters.
  - f. 6000 Series, Academics, and Instruction – Protocols related to the District’s instructional program: goals, basic programs, special programs, activities programs, instructional arrangements and resources, curriculum development, guidance, academic achievement, and testing.
  - g. 7000 Series, Operations – Protocols related to non-instructional services and programs such as capital projects, facilities management, transportation, nutrition services, safety/security, and information technology.
  - h. 9000 Series, Governance – These are the Board Policies that detail governance practices.
5. The Superintendent shall maintain an online database that contains Board Policies, Administrative Regulations, and other governing documents that the Superintendent determines necessary.

**LEGAL REFERENCES AND ASSOCIATED DOCUMENTS**

- 1. NRS 386.365, Policies and regulations in county whose population is 100,000 or more: Procedure;
- 2. Board Policy 9050, Board of Trustees’ Governing Mission;
- 3. Board Policy 9051, Board Conduct, Ethics and Operational Protocols;
- 4. Board Policy 9052, Meeting Protocols;
- 5. Board Policy 9055, Officers and Duties of the Board of Trustees; and
- 6. Board Policy 9085, Delegation to the Superintendent.

**REVISION HISTORY**

Date	Revision	Modification
5/09/2017	1.0	Adopted upon the deletion of Board Policy 9037, Board Policy Committee
12/10/2019	2.0	Revised: changed name from "Board Policy – Adoption and Revision" and added process details
11/24/2020	3.0	Revised: to clarify language and align with governance policies
6/21/21	4.0	Formatting updates to bring consistent with this Board Policy
10/11/23	5.0	Revised: Removed Board Policy Committee and updated process details.
8/13/24	6.0	Revised: Removed Board Policy two-year review schedule and directed Responsible Office to ensure effectiveness of Board Policies.