

PREAMBLE  
POLICIES AND REGULATIONS  
DELTA COUNTY JOINT SCHOOL DISTRICT NO 50  
DELTA COUNTY COLORADO

This document contains the following:

Policies of the Board of Education	
Major regulations intended to implement policy	Policy # followed by “R”
Reference of “exhibit” documents that relate	Policy # followed by “E”

All of the policies for the Delta County School District are on the website: [www.deltaschools.com](http://www.deltaschools.com) under the drop down menu ‘Board’ and then Policies. There is a ‘master’ Index file that lists all policies alphabetically. Also under the 12 major classifications, each bearing an alphabetical code, is another ‘index’ file for that particular classification. Control of these policies is maintained by the Delta County School District Office.

How to Use This Document:

School District No. 50J operates according to policies established by the Board of Education. The Board, which represents the state and local community, develops policies after careful deliberation, and the school administration implements them through specific regulations and procedures. The Board then appraises the effects of its policies and makes revisions as necessary.

In the interest of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes these policies available to all who are affected by its policies through the Delta County Schools’ website mentioned above.

Please note: All copies of this document are the property of:

DELTA COUNTY JOINT SCHOOL DISTRICT NO. 50

How the document is organized. The document is organized according to the classification system developed by the Educational Policies Service of the National School Boards Association. The system provides an efficient means of coding, filing and finding policies, regulations and other documents.

There are 12 major classifications, each bearing an alphabetical code. Policy coding for each section will begin with that particular alphabetical letter:

A-- FOUNDATIONS AND BASIC COMMITMENTS  
B--SCHOOL BOARD GOVERNANCE  
C--GENERAL SCHOOL ADMINISTRATION  
D--FISCAL MANAGEMENT  
E--SUPPORT SERVICES  
F--FACILITIES DEVELOPMENT  
G--PERSONNEL  
H--NEGOTIATIONS  
I--INSTRUCTIONAL PROGRAM  
J-- STUDENTS  
K--SCHOOL-COMMUNITY RELATIONS  
L--EDUCATION AGENCY RELATIONS

How to find a policy There are two ways to find a policy (or regulation) on the website:

1. Consider where the policy would be found among the 12 major classifications. Go to the ‘master’ Index for that section and glance down the listing until you find the term that most

closely fits the topic you are seeking. Use the code letters given for the term to locate the policy on the website.

What if you can't find the term you are seeking? On the website you can put in a word up in the search area, and that will give you all the policies that contain that word in the title. If you still cannot find what you are looking for, try putting in a word that is similar. (The search only works if the particular word you are searching is in the title.)

What if you can find the term and code, but there is no policy or regulation? This probably means that the school system has no written policy or important regulations in the particular area.

Another possibility is that the policy you are seeking may be incorporated in a "superior" policy which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read the classification system. For example, a policy statement which relates to all meetings of the Board might be filed under "School Board Meetings" (BD) rather than "Regular Board Meetings" (BDA).

Using the signs and symbols Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or in examining policies. Included are the following:

Certain policies bear two codes in the upper right-hand corner. The second is in parentheses and is preceded by "Also". This means that the identical policy (or regulation) is filed under both codes.

-R This symbol following a code indicates that the statement is a regulation, not a Board policy.

-E Exhibit. This symbol following a code indicates that the statement is a reference document, such as a calendar, application form, etc., rather than a policy.

\* An asterisk following a code indicates that the EPS/NSBA classification system has been expanded to include a new term.

Dates Upon approval by the Board of Education, policies are adopted.

LEGAL REF.: Pertinent legal references are given to tell the reader where in state law he may find certain statutes that relate to a policy. Unless otherwise noted, all references direct the reader to the Colorado Revised Statutes 1973, as revised through the last session of the legislature. It is important to mention here that other laws and/or court decisions may also be applicable to a particular policy.

CROSS REF.: Certain policies/regulations relate to others. Cross references are provided following many statements to help the reader find all of the related information he seeks.

### About Policies and Regulations

Generally, the role of a Board of Education is to set policy, and the role of the administration is to implement it through regulations. Here are definitions set forth by the National School Boards Association, which provide a distinction between these two types of statements:

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted and may include why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day after day problems; they need to be narrow enough to give the administration clear guidance.

Regulations (Code followed by 'R') are detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.

These definitions are serviceable some of the time. They reflect sound theory of governance and administration. But the real world does not always conform. For example:

State and federal governments require Boards of Education to make or officially approve detailed regulations and procedures in certain areas.

A School Board signs contracts and agreements which may contain and interweave policies, regulations, and procedural detail.

The public, staff, or Board members may demand that the Board itself, not the administration, establish specific regulations and procedures in certain sensitive areas.

It is the intermingling of policy and regulation in law, in contracts, and in adopted statements of the Board that causes trouble. Sometimes they are not easily separated. Therefore, the separation of policies and regulations in this manual follows several “rules of thumb” in addition to “basic theory”:

1. When the School District’s practice in a particular area is established by law, any informational statement covering the practice is presented as “policy”—that is, it appears as a regular policy. (A law, of course, may be quoted or referred to in a regulation.)
2. When the district’s practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as “policy”.
3. Where the board has interwoven regulations with policy, and where separation would do harm to the meaning of both, the entire statement is presented as policy.
4. Where the Board has adopted rules and bylaws concerning its own Organizational and Operating procedures, these statements appear as policy.

As long as the administration operates within the guidelines of general policy adopted by the Board, it may change regulations without prior Board approval unless Board action is required by law or unless the Board has specifically asked that a particular regulation be given Board approval. The Board, of course, should be kept informed of regulations issued by the administration.

Is the Information on Policies Complete?

No. The website contains all of the current policies of the Board of Education to date. But continually, the need for putting additional policies, for adopting new ones, and for revising old ones becomes apparent. Additionally, state laws and regulations change. No matter how well conceived and well developed, a policy system can never be 100% complete and 100% up to date. Policy development is a continuing process. So from time to time, new policies, regulations, and reference documents will be developed, coded according to the classification system, and issued for insertion into the Policy website.

Order of Precedence Board of Education policies and regulations must be read and interpreted in the light of the Colorado Revised Statutes and state regulations. Wherever inconsistent interpretations arise, the law and state regulations prevail.

Terminology To avoid problems of wording, ‘masculine’ pronouns used in these policies refer to both sexes. The word ‘parent’ shall mean ‘parent(s)/legal guardian/custodian’.

It is the hope of the Board of Education that this collection of policies and regulations will make greater harmony and efficiency possible in all areas of school operations. This will enable the Board to devote more time to its primary duty—the development of long-range policies and planning for the future of the school system.

Board of Education  
Delta County Joint School District No. 50

Approved: March 17, 2011

3 of 3