

## **209.01 REGULATORY SYSTEM**

### **POLICY**

1. Adopted policies shall be maintained together in the document of authority titled *The Policy Manual of the Board of Education of the Saint Paul Public Schools*. A current copy of the manual shall be made available in hard copy and by electronic means.
2. All policies, new and amended, shall be numbered to concord with the table of contents of the policy manual and shall not take the form of transient communications such as memoranda or bulletins.

### **DEFINITIONS**

1. "Policy" shall be defined as a "guide for discretionary action," a norm narrow enough to set boundaries around administrative action but broad enough to permit administrative judgment within those boundaries.
2. "Procedure" shall be defined as "a stepwise prescription of serial actions to assure uniform compliance with a policy and/or to ensure the orderly operation of the schools," a series of steps that defines by rule the exact manner to carry out the intent of a policy or an administrative duty.

### **RESOLUTIONS APPURTENANT TO POLICY**

Board resolutions that guide discretionary action, specify required action, or otherwise interpret policy shall be collected and separately indexed to specific policies and appended to the policy manual.

### **PROCEDURE**

The Superintendent shall formulate, amend or repeal all administrative procedures, guidelines and directives. Procedures formulated on a subject of adopted policy shall be accordant with that policy as the meaning of such policy has been decided by the Board.

### **NON-SUBSTANTIVE CHANGES TO POLICY**

The Superintendent shall bring to the attention of the Board changes to legal references as a matter of record at a regular meeting of the public body. The Superintendent may make corrections and changes necessary for accuracy, consistency and continuity to the content and format of the policy manual.

### **LEGAL REFERENCE:**

Minn. Stat. § 123B.09, subds. 7 & 8

### **CROSS REFERENCE:**