How to Use This Manual

The *Colorado Policy Governance Administration Manual* is designed specifically to help administrators operating within the Policy Governance model develop exemplary policies and regulations.

The manual offers many sample policies and regulations and some sample exhibits (documents relating to policy). The sample policies appear on white pages, regulations on yellow pages and exhibits on green pages.

Using the manual to the best advantage requires an understanding of its organization and contents and the ways in which sample policies and regulations can help you.

Understanding the Manual's Organization

The first document in the manual is the Table of Contents. It lists each policy, regulation and exhibit contained in the manual.

The next document is a sample introduction to a policy manual organized in accordance with the NEPN/NSBA system. This introduction should be revised to reflect the unique nature of your district. Be sure to read the section "About Policies and Regulations" on pages 2 and 3 of the sample introduction. This explains how certain rules of thumb have been used to distinguish between policies and regulations.

The last document in the manual is the NEPN/NSBA Code Finder Index. The Code Finder Index explains how the manual is organized and provides instructions for finding a policy or regulation through use of the contents pages and the Code Finder Index. Also, note the explanation of various signs and symbols.

Understanding the Manual's Contents

Most of the policies and regulations in this manual are drawn from the CASB Core Policy Manual, which contains sample policies for school boards operating in a more traditional governance model. However, they have been modified to reflect Policy Governance principles and to be consistent with the policy templates developed by CASB for use by school boards operating in the Policy Governance model. Some policies were developed especially for this manual. Cross references to Board policies contained in the manual are to the CASB Policy Governance Board templates.

Cross references to administration policies are given when there is a sample policy in the Policy Governance Administration Manual on a related topic. However, please note that the manual does not have a sample policy for every NEPN/NSBA code. Only those policies with general application have been included. If you need assistance in developing policy in an area not covered by the manual, please call CASB at (303) 832-1000.

Using the Sample Policies and Regulations

The primary purpose of the Administration Manual is to provide a tool for administrators and others who are responsible for drafting policies and regulations in support of the Board's policies. Therefore, use the samples in the manual to:

- Get thinking started in a policy direction

- Get ideas for content and substance

- Find out what a policy in a particular area *might* cover

Consider the policies as working papers to be edited, modified, adapted, deliberated over, perhaps argued about, revised and expanded to meet the needs of your own school district.

But do not use the samples in the manual as substitutes for your own carefully thought-out and drafted statements. The policies and regulations must address the unique concerns your Board has raised in its policies. Further, each district should respond to the needs of its own community.

Policy photocopying is not serious policymaking. It is unlikely that you can, will or should use many of the policies and regulations in this manual verbatim. Yet if you use them for the purposes listed above, they should save hours of planning, researching and writing.

Your Own Use of the NEPN/NSBA Codification System

The codification system used in this manual was developed by the National Education Policies Network of NSBA. The codification system is copyrighted and its use is limited to subscribers to the NEPN/NSBA service.

For information about NEPN/NSBA subscriptions, contact CASB or write to the National Education Policies Network, National School Boards Association, 1680 Duke St., Alexandria, VA 22314.

For more information about CASB policy services, contact the association.

Updating the Administration Manual

CASB provides a policy update service through its publication *Policy Parameters*. *Policy Parameters* provides information about legislative and other changes affecting policy. It is important that the Administration Manual be updated in a timely manner to ensure that district policy meets all legal requirements.

The Administration Manual should also be reviewed for possible revisions whenever the Board adopts a new Board policy or revises a current Board policy.

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Throughout the manual, notes have been inserted from the CASB editors. These offer explanations and suggestions. At times they urge some do's and don'ts. All are offered—as indeed is the entire manual—in the spirit of helping local administrators in Colorado do the best job possible in the development of district policy that is consistent with Board policy and that will ensure reasonable progress toward achievement of the Board's stated end results.

Policy Services Division
COLORADO ASSOCIATION OF SCHOOL BOARDS
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