

# **POLICY MANUAL**

**Of**

## **ORLEANS PARISH SCHOOL DISTRICT NEW ORLEANS, LOUISIANA**

This manual consists of the policies of the Orleans Parish School Board.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the School District employs the loose-leaf format for its policy manual. It is easy to keep up to date.

Each person holding a copy of this manual shall make a diligent effort to keep it up to date as new or revised policies are distributed by the central office.

### How To Use This Manual

The Orleans Parish School District operates according to policies established by the Orleans Parish School Board and the School District. The District, which represents both the state and parish community, develops the policies after careful deliberation and the school administration implements them through specific regulations and procedures. The District 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 District makes this policy manual available to all who are affected by its policies.

### How This Manual is Organized

The manual is organized according to the classification system originally developed by the Educational Policies Service of the National School Boards Association. This system

provides an efficient means for coding, filing, and finding Board or District policies, regulations, and procedures, and other documents.

There are 10 major classifications each bearing an alphabetical code:

- A SCHOOL DISTRICT ORGANIZATION
- B SCHOOL BOARD OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E BUSINESS MANAGEMENT
- F FACILITY EXPANSION PROGRAM
- G PERSONNEL
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- H NEGOTIATIONS
- K GENERAL PUBLIC RELATIONS

Each policy has the policy number and title in its heading. There is a table of contents for each respective section that lists all the policies that fall within the section and the corresponding page number.

#### How To Find A Policy

There are two ways to find a policy in the manual:

1. Consider where the policy would be filed among the 10 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that closely fits the topic you are seeking. Use the policy number given to locate the page on which it will appear in that particular section.

Or --

2. Turn to the Policy Index at the back of the manual. The Policy Index is an alphabetic index of all terms used in the manual. It also includes other terms commonly used in education. Look up your topic as in any index, find the policy number, and then locate the policy in the manual.

What if you cannot find the term you are seeking? The Policy Index lists more than 800 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or more general or specific term appropriate to the topic. It is

also possible that the school system has no written policy in the particular area. All terms used in the classification system appear in the sectional Tables of Contents and Policy Index to accommodate the coding and insertion in the manual.

#### Using the Signs and Symbols –v

Ref: Pertinent legal references are given to tell the reader where in the state law he/she may find specific statutes that relate to a policy. Court cases and Board minutes are also cited when applicable to certain policies.

Additional cross references are offered in notes throughout the manual to help the reader find all of the related information he/she seeks.

#### About School District Policies

The Orleans Parish School Board and the Superintendent have the authority to set policy in their respective areas of responsibility. Here is the basic distinction between policies, regulations, and procedures:

*Policies* – principles adopted by the School Board or Superintendent to chart a course of action. They tell what is wanted and may include also 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 to day problems; they need to be narrow enough to give the administration clear guidance.

*Rules and Regulations* – specific requirements generally established by the Superintendent and/or his/her staff, but may be specifically adopted by the Board in their areas of legal authority. They are specific directions to fully implement the intent of respective policy statements.

*Procedures* – step-by-step guides that assist all personnel to carry out the specific regulations. They state exactly what is to be done and give detailed steps of how to do it.

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

Often the state and federal governments confuse the distinction and require School Boards to make detailed rules; and many regulations are established by law or by the State Department of Education.

A School Board also signs many contracts which incorporate rules and regulations. Additionally, the public may demand that specific rules and procedures in certain sensitive areas be established.

Thus, the separation of School District policies and administrative regulations and procedures follows several rules of thumb in addition to “basic theory”:

1. All edicts of the state (even though regulations) are usually considered mandated District policy.
2. All agreements signed through contract (even though regulations) may be considered mandated District policy.
3. Where the District has written regulations in particularly sensitive areas and has incorporated them into policy, the entire statement may be included as policy; or the information may be separated into a Board or District policy and a Board or District regulation.
4. Where the Board has adopted rules and regulations concerning its own procedures (as how it conducts meetings), these statements concerning operations of the Board generally appear as policy statements.

In areas of the Board’s legal responsibilities, as long as the administration operates within the guidelines of general policy, it may change administrative regulations and procedures without prior approval of the Board – unless the Board has specifically asked that a particular regulation or procedure be given prior Board approval – or the change is to a previously adopted Board regulation or procedures. However, only the Board can adopt new Board policies or revise old Board policies.

#### Is The Manual Complete?

No. The manual contains all of the current written policies to date. But continually, the need for developing additional policies in writing, for adopting new ones, and revising old ones

becomes apparent. No matter how well conceived and well developed, a policy manual can never be 100% up-to-date. Policy statements will be developed and issued for insertion in the manual as the need arises.

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It is the hope of the Orleans Parish School Board that this collection of policies will make greater harmony and efficiency possible in all areas of school operations. It is hoped that this manual will enable the Board and District to devote more time to the efficient operation of the school system.

Orleans Parish School Board