

LONDONDERRY, NH SCHOOL DISTRICT

SAU #12

POLICY MANUAL

This manual contains the policies of the Londonderry School District adopted by the School Board.

Policy development is a dynamic ongoing process. New issues and requirements give rise to the continuing necessity to develop new policies or to revise existing ones.

How to Use This Manual

The Londonderry School District (SAU 12) operates according to policies established by the School Board and State 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 interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies.

How the Manual is Organized

There are 12 major classifications, each bearing an alphabetic code:

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

How to Find a Policy

Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents 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 page which will appear in alphabetical order by code within the particular section. (All pages of the manual are coded in the upper right-hand corner.)

What if there is no policy or regulation? This probably means that the school system has no written policy or regulations for that topic.

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:

- SN: Scope Note. These notes appear following certain entries in the sectional tables of contents to clarify or limit the use of the term.
- Also: 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 an administrative 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.
- Dates: The date of adoption is entered immediately following each policy/regulation.
- 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 School Board Policies

Generally, the role of a school board is to set policy and the role of the administration is to execute it. Here is the basic distinction as set forth by the National School Boards Association:

Policies are principles adopted by the board 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 implementing said policies. They need to be narrow enough to give the administration clear guidance.

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

As long as the administration operates within the guidelines of a general policy adopted by the School Board, it may change administrative regulations without prior approval of the Board except in those areas in which the Board is legally required to act or has specifically asked that a particular regulation be given prior Board approval. However, only the Board may adopt new policies or revise old ones.

Is the Manual Complete?

No. The manual contains all of the current written policies of the School Board to date. Continually, the need for putting additional policies in writing, for adopting new ones, and revising old ones becomes apparent. Additionally, state law and regulations change. No matter how well-conceived and well-developed, a policy manual can never be 100% complete and 100% up-to-date. Policy development is a continuing process. Periodically new policies, regulations and reference documents will be developed and issued for insertion in the manual.

Order of Precedence

School Board policies and administrative regulations must be read and interpreted in the light of New Hampshire law and state regulations. Wherever inconsistencies of interpretation arise, the law and state regulations prevail.

Terminology

To avoid problems of wording, masculine pronouns used in this manual refer to both sexes.

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It is the hope of the School Board that this collection of policies will make greater harmony and efficiency possible in all areas of school operations.

LONDONDERRY SCHOOL BOARD

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