



## **Policy Services Definition of Terms**

**Policy:** A statement of guiding principles and objectives for the District as outlined by the Board of Education. In effect, it is the “law” of the District.

**Required Policy:** In some cases, federal or state law, or federal or state regulations, mandates a school district adopt language on a certain topic and then follow it. We refer to this as a Required Policy. There are approximately 50 required policies. Contact your Policy Coordinator for an up-to-date list.

**Regulation:** A directive or rule developed by administration for implementation of policy in a District. This is putting the “law” into action. Regulations reflect the actual daily practice within a school district. Regulations should not change the intent of a policy. Although many Policies do have a corresponding Regulation, not every Policy has a corresponding Regulation. In addition, a district may choose to have a Regulation without the corresponding Policy (for example Social Networking Guidelines).

**Procedure:** Specific activities to be followed by staff, students and others in implementing District regulations and policies. These are usually written in a step by step format.

**Form:** A commonly used “fill-in” document, usually requiring an administrative signature.

*(Regulations, procedures and forms are contained within an Administrative Manual.)*

**Monthly Policy Updates (Level 1):** A monthly service that provides new, updated policies on current topics. When the Update arrives in your email, the title will begin with PU/.

**Monthly Administrative Updates (Level 1):** A monthly service that provides new, updated regulations, procedures and/or forms on current topics. When the Update arrives in your email, the title will begin with AU/.

**Quarterly Policy Revisions (Level 2):** A service that provides revisions to existing policies four times per year. These changes are often an addition, rewording or clarification, based on new laws or regulations. Quarterlies help keep the Policy Manual up to date with changes in law and regulation. This service will provide timely and comprehensive information to districts that update and maintain their own Policy Manuals. Districts are responsible for placing the new or revised Policies into their Policy Manuals and updating the CDs and/or district website.

**Quarterly Administrative Revisions (Level 2):** A service that provides revisions to existing regulations four times per year. These changes are often an addition, rewording or clarification, based on new laws or regulations. Quarterlies help keep the Administrative (Regulation) Manual

up-to-date with changes in law and regulation. This service will provide timely and comprehensive information to districts that update and maintain their own Administrative Manuals. Districts are responsible for placing the new or revised regulations, procedures and/or forms into their Administrative Manuals and updating the CDs and/or district website.

**Annual Policy Audit (Level 3):** A yearly process in which a coordinator reviews the district's entire Policy Manual and recommends new and revised policies for adoption by your Board of Education. A packet of suggested revisions are sent to districts annually for their review and approval. Audits are a method to keep your manual up-to-date with changes in law and regulation. Following the approval of the recommended revisions, Policy Services will arrange to have the new pages inserted into the district's Policy manuals and provide updated CDs.

**Annual Administrative Audit (Level 3):** A yearly process in which a coordinator reviews the district's entire Administrative (Regulations) Manual and recommends new and revised regulations, procedures and/or forms. A packet of suggested revisions are sent to districts annually for their review and approval. Audits are a method to keep your manual up-to-date with changes in law and regulation. Following the approval of the recommended revisions, Policy Services will arrange to have the new pages inserted into the district's Administrative Manuals and provide updated CDs.

*For additional questions on the differences between the three maintenance levels, or to request samples, please contact Janell Hallgren, Manager of Policy Services, at (716) 821-7084 or [jhallgren@elb.org](mailto:jhallgren@elb.org).*