

BOARD BYLAW

Placentia-Yorba Linda Unified School District

Bylaws of the Board

9310 - BB

BOARD POLICIES, REGULATIONS, AND BYLAWS

The Governing Board shall adopt written policies, regulations, and bylaws to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements.

Official Document

Board policies and bylaws shall be set forth in an official document designated Placentia-Yorba Linda Unified School District Board of Education policies, regulations, and bylaws. It shall be the District Superintendent of School's responsibility as Secretary to the Board to prepare this document, to keep it current, and to arrange for interpretation to all district employees. A modified version of the policy development codification and dissemination system of the California School Boards Association (CSBA) utilizing numeric coding and consideration of unique requirements of the Placentia-Yorba Linda Unified School District shall be the indexing system used, as indicated below:

PART I: OPERATION OF THE SCHOOL SYSTEM

Article 0	- Philosophy - Goals - General Objectives	Series 0000
Article 1	- Community Relations	Series 1000
Article 2	- Administration	Series 2000
Article 3	- Business & Non-Instructional Operations	Series 3000
Article 4	- Personnel	Series 4000
Article 5	- Students	Series 5000
Article 6	- Instruction	Series 6000
Article 7	- Facilities and Planning/New Construction	Series 7000

PART II: BYLAWS OF THE BOARD

Article 9	- Bylaws of the Board	Series 9000
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Policy Review

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

Policy Defined

A policy is a guide for discretionary action. It must be direct enough to give clear guidance to the superintendent or other agents of the board or the board itself, but broad enough to use discretionary power in meeting the circumstances of individual cases.

The Board shall issue broad statements of policy which will serve as guides for action by the superintendent or other agents of the Board of Education. Such policy statements are to avoid spelling out the conditions of their applicability.

Policy Development, Adoption and Amendment Process

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision or deletion of an existing policy. The need may arise from a change in law, a new district vision or goals, educational research or trends, or a change in the superintendency or Board membership. The need may also occur as a result of an incident that has arisen in the district or a recommendation or request from staff or other interested persons.
2. As needed, the Superintendent or designee shall gather fiscal and other data, staff and public input, related district policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.
3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.
5. All proposed new policies or revisions or deletions to existing policies shall be adopted as follows:
 - a. The Superintendent or designee shall develop and present the proposed policy or revision or deletion for a first reading at any regular meeting of the Board.
 - b. The proposed policy or revision or deletion shall be presented for the second time at the next regular meeting (second reading, when it may be adopted or deleted by a majority vote of the entire Board.
 - c. The Board may waive the second reading or may require additional readings, if necessary.

6. The Board reserves the right to protest and/or petition against any statutes, regulations and/or opinions which it shall deem, by majority vote, to be contrary to the best interests of the students, the electorate, or the employees of this school district.

Board Bylaws

The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Superintendent or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

Administrative regulations shall generally follow the codification and indexing system specified for Board policies.

In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.

Monitoring and Evaluation

The Superintendent shall maintain procedures for the continuous, orderly review of existing policies. When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

Access to Policies

The Superintendent or designee shall ensure that all district employees and the public have access to up-to-date Board policies. A public copy shall be maintained at the district central office and at each school site. These copies shall be maintained electronically. At least one master hard copy shall be maintained in the Superintendent's Office.

Suspension of Policies

Board policies and bylaws shall be subject to suspension by a two-thirds vote of all members of the Board present, except that a minimum of a majority of the entire Board, or three members, must so vote.

No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions.

If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

LEGAL REFERENCE:

<u>Education Code</u>	35010	Control of district; prescription and enforcement of rules
	35160	Authority of governing boards
	35160.5	Annual review of school district policies
	35163	Official actions, minutes and journal
	35164	Vote requirements

Bylaw adopted: 8/2/76

Bylaw revised: 2/10/15

Effective February 10, 2015, the above Board Bylaw incorporated content from the following Board Bylaws, which were deleted on the same date:

- Board Bylaw 9311, *Policy Development*
- Board Bylaw 9311.1, *Policy Adoption and Amendment*
- Board Bylaw 9312, *Bylaws Adoption and Amendment*
- Board Bylaw 9313, *Administrative Regulations*
- Board Bylaw 9314, *Policy, Regulations, and Bylaw Dissemination*
- Board Bylaw 9315, *Suspension of Policies and Bylaws*