

## **POLICY MANUAL CODIFICATION AND PUBLICATION**

Policy for the operation of the Berlin Central School District is to be codified and published in a policy manual through use of a sequential numbering system. The first digits of the policy number prior to the decimal point shall reflect the article number; the digits following the decimal point shall indicate the policy number within the article. The numbers following the hyphen shall indicate the year of enactment. Regulations pursuant to a policy shall follow the policy in the policy manual and shall contain a capital R following the last two digits of the policy number. Forms prescribed pursuant to a policy and/or regulations shall follow the policy or regulation in the policy manual and shall be contain the word FORM as a preface to the applicable policy number.

At the bottom of the page listing the policy, a sentence will be added indicating when the policy was adopted and each time it was reviewed or revised. The sentence will contain the date and the type of action taken.

Policies are generally broad in scope; they are intended to establish the expectations and parameters of the board of education for the operation of the school district by the superintendent of schools and the other administrators of the district.

Regulations may be adopted by the board or promulgated by the superintendent of schools to foster and facilitate implementation of policies adopted by the board of education.