

P R E F A C E

The philosophy of the Stamford Board of Education is to provide the necessary opportunities and environment to enable all youngsters in the Stamford Public Schools to achieve their highest educational potential.

This book contains the policies, regulations and by-laws of the Board to realize this philosophy.

Policies are the formal positions that the Board has adopted to govern and guide the Stamford Public Schools. Policies are printed on blue paper and follow a uniform format described on the next page.

Regulations to implement these policies are developed by the Superintendent of Schools or his or her designee. These are approved by the Board. The regulations are printed on yellow paper.

The By-laws are written and approved by the Board to govern the operation of the Board.

This book does not purport to cover every matter that may arise within, nor to implement every law that may apply to, the Stamford Public Schools. The City Charter, State and Federal statutes, and collective bargaining agreements apply, whether or not covered by, and take precedence over, any directive in this book.

Format for Policies

So that policies will be uniform, they should appear in the following format (see sample on next page):

The policy number should appear in the upper right hand corner.

There are six categories of policies: Community, Administration, Business, Personnel, Students, and Instruction. The particular category should appear in the upper left hand corner but below the policy number. It should be typed in lower case with initial capitals, and underlined.

The subject matter of the policy should appear two spaces below the category, and should be typed in lower case with initial capitals, and underlined.

The body of the policy begins two spaces below the underlined subject matter of the policy. In the policy, The Stamford Board of Education should be referred to simply as the Board, unless another board is referred to in the policy, in which case the Board of Education should be referred to as the Board of Education to avoid confusion. The Superintendent of Schools should be referred to simply as the Superintendent. A reference to applicable laws immediately under the body of the policy is optional, but is recommended only if there is good reason to refer to a particular law.

"Policy Adopted:" appears in the lower left hand corner, followed underneath by the date of adoption by the Board.

"STAMFORD PUBLIC SCHOOLS" appears in the lower right hand corner (typed in all capital letters), followed underneath by "Stamford Connecticut" (typed in lower case with initial capitals).

A sample format is on the next page.