

### Summers County Board of Education

**Scope:** This policy is established to create a systematic method to code and reference policies and regulations, so as to facilitate effective access and utilization by all users.

**Authority:** W. Va. Code §§ 18-5-1, 18-5-13.

**Adopted:** 1974.

**Amended:** December 9, 2021.

**Reviewed:** November 30, 2021.

### POLICIES AND ADMINISTRATIVE REGULATIONS - CODING AND REFERENCE

The Board of Education Policies and Administrative Regulations shall be coded and referenced so as to provide effective utilization by all users.

It shall be divided into the major sections as noted in the Table of Contents. These sections shall be coded sequentially by Roman numerals. Within each section shall exist as many articles as necessary to define fully the section and these articles shall be coded sequentially by capital letters. Within each article shall exist as many items as necessary to define fully the article and these items shall be coded sequentially by Arabic numerals. An example follows:

- I. Section
  - A. Articles
    - 1. Item

Adoption of policy or initiation of regulation shall be concerned primarily with items and secondarily with articles (if necessary).

Each policy or regulation shall be referenced or cross-referenced to other Board policies, regulations, or state laws as necessary to provide total information about a topic. An Example follows:

Reference: West Virginia Code 18-5-1, BP II-B-2, AR I-D-3

When necessary, each policy statement or administrative regulation shall include the following notations, which shall be written at the top of the appropriate page. An example follows:

Policy	Scope:
	Authority:
	Adopted:
	Amended:
	Review:

Regulation	Purpose: Effective Date: Policy Reference: Amended: Reviewed:
------------	---