



## Administrative Policy Development

### **Introduction**

The Connecticut Technical Education and Career System develops and maintains administrative policies for the purpose and effect of establishing sound educational practices, creating clear expectations for staff and students, and ensuring that the school system complies with applicable state and federal law.

This policy describes the process for the development and revision of CTECS' administrative policies.

CTECS' policies shall supplement and not supersede the policies established for executive agencies by the Department of Administrative Services.

### **Authority of the Superintendent**

By statute, CTECS' Superintendent, in consultation with the Executive Director, is responsible for developing and revising, as necessary, administrative policies for the operation of the technical high schools and other programs offered in the system. The policies issued by a Superintendent shall remain in full force and effect even when the Superintendent leaves office, unless rescinded or revised in writing by a successor Superintendent.

### **District Policy Committee**

The Superintendent may establish a district policy committee comprised of CTECS employees to assist in the development of CTECS' policies. The policy committee may review, revise and recommend policies to be adopted by the Superintendent. Members of the policy committee shall not receive any additional compensation or stipend for participation on the policy committee.

### **Policy Proposals**

Policy requests must be made in writing to the Superintendent and identify the proposed topic and general content of the policy. Policy proposals should address district-wide concerns with a focus of establishing clear directives that promote coherent, equitable and efficient practices.

### **Organization of CTECS Policies**

CTECS Policies shall be organized by topic and numbered using the following series:

0000 Mission, Goals & Objectives	4000 Personnel
1000 Community Relations	5000 Students
2000 Administration	6000 Instruction
3000 Business/Non-Instructional Operations	7000 New Construction and Facilities
	8000 Post-Secondary Programs

**Policy Format**

Each administrative policy should include, as applicable, the following elements:

Series and policy number

Introduction

Definitions

Policy statement / content

Date policy approved / revised

Cross references

Legal references

**Internal Review and Approval**

All new or revised administrative policies shall be reviewed and approved by appropriate district personnel designated by the Superintendent prior to being issued. Final drafts of policy proposals and/or revisions shall be reviewed and approved by both the legal and communications departments.

**Publication of Policies**

The Superintendent's office shall issue administrative policies by email notification to the school community and posting the policies on the district's website for public access. All administrative policies shall be maintained in the Superintendent's office and made available for public inspection during regular business hours at CTECS' central office located at 39 Woodland Street, Hartford, CT 06105.

*Dr. Justin Lowe, Interim Superintendent*

Issued: August 2024

**Legal Reference**

Conn. Gen. Stat. 10-95q, Superintendent of the Technical Education and Career System