

FORMULATION, ADOPTION AND AMENDMENT OF POLICIES POLICY

The Board of Education recognizes that the adoption of written policies constitutes the basic method by which the Board of Education outlines the governance and leadership in the operation of the School District. Policies may be proposed for adoption, change, or repeal at any regular or special Board of Education meeting, by any member of the Board of Education or the School District's central office administration. The Board of Education delegates to the Superintendent of Schools the responsibility and authority to establish any and all rules, regulations, and/or procedures necessary to implement and maintain its policies.

Accordingly, the Superintendent of Schools is directed to initiate a program of Board of Education policy revision to include the following items:

1. periodic review and evaluation of all current Board of Education policies;
2. preparation of additional policies as needed;
3. consultation with School District staff; and
4. presentation of a proposed policy in draft form to the Board of Education for consideration prior to action.

The Board of Education may, in its discretion, establish a Policy Committee to undertake a periodic review of the policy manual. Said committee shall be advisory only.

Once a proposed policy has been drafted, it will be placed on the Board of Education's agenda for a first reading, giving all individuals an opportunity to comment on the proposed policy. The Board of Education will not take any official action on any policy on a first reading. The proposed policy will then be placed on the Board of Education's agenda for a second reading at which time the Board of Education will officially act to adopt, modify or repeal said policy. The Board of Education reserves the right to suspend the requirement for a second reading when, in its discretion, the adoption of the policy after a first reading is required due to a change in the law which causes the Board's existing policy to be violative of the law. The Superintendent of Schools or his/her designee will consult with the school attorney, as necessary, prior to the adoption, modification or repeal of a Board of Education policy.

The adoption, modification, or repeal of a policy requires a majority vote of the entire Board of Education. The formal adoption of policies shall be recorded in Board of Education minutes. Only those policies so adopted and so recorded shall be regarded as official Board of Education policy. The Board of Education Policy Manual shall be kept in the School District's administrative office and shall be made available to the public upon request. A copy of the Board of Education Policy Manual shall also be kept in each school building, be posted on the School District's website and such other locations as specified by the Board of Education.