

FORMULATION, AMENDMENT, DISSEMINATION AND UPDATE OF POLICIES

Formulation and Amendment

The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school system. The formal adoption of policy shall be recorded in the minutes of the Board. Only those written statements so adopted by a majority of the Board and so recorded shall be regarded as official Board policy. Policy adoption or amendment should follow an orderly procedure.

- A. Some preliminary discussion regarding a major new policy statement or an amendment to an existing policy should occur between the Board, the Superintendent, his/her staff if necessary, and others as might be required.
- B. The Superintendent or his/her designee should draft the policy statement or amendment prior to the official Board meeting for action.
- C. All policy proposals or amendments should be titled and numbered as appropriate to subject and in conformance with the numerical system used in the Board policy manual.
- D. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they were adopted. They shall then be included in the policy manual of the District.
- E. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Dissemination

The Superintendent is directed to make policies adopted by the Board accessible to the public, employees, and Board members. All policy manuals shall remain the property of the Board.

Adopt, Amend, Repeal or Suspension of Policies

Policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board.

Policies shall be adopted, amended, repealed, or suspended by an affirmative vote of majority of the members present.

The adoption of a new policy will require two (2) readings with the vote taken at the second meeting.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

Handbooks and Directives

Student and/or employee handbooks, directories, curriculum guides, and other similar publications may be issued by the Administration. These materials must conform to Board policy and if not, they must be approved by the Board before publication and dissemination.

LEGAL REFS. O.R.C. §§3313.20; 3315.07

Adopted: August 10, 2015