

FORMULATION AND AMENDMENT OF POLICIES

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 of Education. Only those written statements so adopted 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 of Education, the Superintendent, his/her staff if necessary, and others as might be required.
- B. The Superintendent 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. In so far as possible, each policy statement or amendment shall be limited to one subject.
- E. 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.
- F. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.