

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 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, and his/her staff if necessary.
- B. Any member wishing to revise policy should present a draft of the policy statement or amendment to the Superintendent or his/her designee at least fifteen (15) days prior to the next regularly scheduled Board meeting. Otherwise, revisions and updates from the policy committee shall be drafted by the Superintendent or his/her designee and presented as an informational item at the Board meeting preceding the meeting where action will be taken on those revisions and updates.
- C. All policy recommendations from Board members shall be submitted in writing to the Superintendent at least fifteen (15) working days prior to the Board meeting when said recommendation will be presented as an informational item. As stated above, action may then be taken at the next meeting of the Board. 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. The Board recognizes that there may be legitimate emergency situations where time frames less than the above-mentioned ones must be followed; thus the Board retains the discretion to waive these time frames by a three-quarters (3/4's) vote of its full membership.
- E. Bylaws shall be adopted, amended, repealed, or suspended by an affirmative four-fifths (4/5's) vote of the Board's full membership. Policies shall be adopted, amended, or repealed by a majority vote of the Board's full membership. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.
- F. 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.

Dissemination

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

Suspension of Policies

The operation of any section or sections of Board of Education policies, not required by law or contract, may be temporarily suspended by a majority vote of the Board of Education members present at a regular or special meeting of the Board, or by the Board's designee. Such suspension shall terminate at the next meeting of the Board or at such earlier time as is specified in the motion to suspend.

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.