

- () Required
(X) Local
(x) Notice

**POLICY DEVELOPMENT, ADOPTION,
IMPLEMENTATION AND REVIEW**

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the district is governed. The Board will reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action will constitute the policies governing the operation of the School System. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes.

Development

The Board is committed to developing and adopting written policies which:

- Clearly define the district's goals and objectives and reflect the Board's vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the Superintendent and district staff with clear guidance regarding expected district administration.
- Allow for flexibility that is needed for day-to-day operations.
- Include measurable outcomes.

The Superintendent of Schools will act as an advisor to the Board and will be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board. Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Such issues will be identified to the Superintendent.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Superintendent will be responsible for identifying the individuals and groups who will be affected by the policy. At a minimum, the Board will seek input on all policy initiatives from the staff and community where appropriate.

The Superintendent will be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice.
- Is reasonable.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

Adoption

Once a proposed policy has been drafted, it will be placed on the Board's agenda for a first reading, giving all persons interested in it an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so.

If the draft policy is acceptable or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading, at which time the Board will officially act.

The Superintendent will consult with the school attorney, as necessary, prior to the adoption or revision of any policy.

Implementation

The Superintendent will be responsible for implementing all policies adopted by the Board.

Board policies will be posted on the website.

Policy Review and Evaluation

The Board will be responsible for keeping its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision.

The Superintendent will be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee will review the policy manual as necessary.

Ref: Education Law §1604, 1709, 1804 (powers and duties of board of education)

Adoption date: March 9, 2021