

2250 Policy Development

Policy 2250 STATUS: **FOR REVIEW**

POLICY DEVELOPMENT

Board Approved and Issued: June 24, 1985

Last Revised: June 19, 2013; **May 2019**

Description:

The Board of Education governs the school district and its operations and programs via written policies, which are formulated and amended to maintain currency.

Definitions

Policies:

Policies are statements set by the Board of Education to express the values that guide what the district does and provide a sense of direction for the district. Policies describe what is wanted or prohibited and why or to what extent something is wanted. Policies should be broad enough to allow discretionary action by the administration in carrying forward the Board of Education's intention, while being specific enough to permit enactment.

Regulations:

Regulations are detailed directions developed to enact policy. They prescribe what, how, by whom, where, and when things are to be done.

Administrative Procedures:

Administrative procedures are a set of guidelines that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability.

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Description:

- 1 The Board of Education shall determine and adopt policies in accordance with procedures that will facilitate the broadest possible consultation within the district and community, including any stakeholder groups who may have special knowledge of, or particular interest in, the policy under consideration. It is the wish and practice of the board to invite comment from groups affected by a proposed new or changed policy prior to making its final decision.
 - 1.1 Policies may be proposed for adoption, amendment or repeal at any board meeting, by any member of the Board of Education or may be placed on the agenda for debate. Policies shall be adopted, amended or repealed by a majority vote of the members of the Board of Education.
 - 1.2 Except in an emergency situation, a forty-five (45) day circulation period will be allowed to permit those interested in responding to a proposed policy or policy change to submit their ideas to the Board of Education.
 - 1.3 Proposed changes to regulations will be made in the form of a motion that will be considered and voted upon by the Board of Education in an open board meeting.
 - 1.4 Suggestions for new policy or modifications to existing policy will be received by the Board of Education from the Superintendent of Schools.
 - 1.5 Proposed policies will be screened on behalf of the Board of Education to make sure that they are district wide in focus. Screening shall be done by a policy committee consisting of 2 or 3 Trustees and the Superintendent of Schools (or designate), to properly write, title and code new policies.
 - 1.6 If a situation arises in which the Board of Education must act quickly, the Board of Education may propose, discuss, and adopt a policy at a single meeting. However, it is the practice of the Board of Education to review such "emergency" policies after they have been in force for several months, to ensure that the policy is well-considered and remains appropriate for continued use.

- 1.7 Before any policy is finally adopted, the Board of Education will expect to receive a report on the feedback obtained from the circulation period and any recommendations for revision.
- 1.8 At the board meeting, the proposed new, amended or repeal of policy shall be presented by the chairperson of the policy committee and a motion will be made on the recommendation of that committee; the motion, if duly seconded, will then be voted upon, and if it is carried the policy as proposed will become official policy of the Board of Education (Amendments or changes may be suggested by any Trustee at the meeting, and, unless the amendments and changes are substantial, will not make it necessary for the proposed policy to be referred back to committee.).
- 1.9 The formal adoption of policies will be recorded in the minutes of the board meeting; only those written statements so adopted and so recorded shall be regarded as official policies of the Board of Education. Policies will go into effect immediately upon adoption, unless a specific effective date is provided in the motion to adopt.
- 1.10 On an ongoing basis, the policy committee will conduct a review of the policies of the district and the Board of Education will receive the report on such a review together with any recommendations for revision.
- 1.11 When action must be taken and the Board of Education has provided no guidelines in policy, the Superintendent of Schools (or designate) shall have the power to act. The decisions of the Superintendent of Schools (or designate), however, will be brought to the Board of Education's attention at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the Board promptly of any emergency action taken, and, if appropriate, to alert the Board to the need for policy.