

POLICY

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BY-LAWS

SUBJECT: POLICY, DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW

The Board of Education recognizes its responsibility for adoption and assessment of written policies which constitute the basic method by which the Board exercises its leadership in the operation of the District. Such written policies are essential to District governance to: provide the foundation and guidance for administrative action; publicize the federal, state, and local rules that govern the district; and to help evaluate progress of programs, groups, and individuals. Policies form the bylaws and rules for the governance of the district and serve as the standards to which the Board, administration, and students are held accountable. They are legally binding and serve as the local law of the school district and may be enforced by the district.

The Superintendent shall act as an advisor to the Board in the adoption and approval of written Board policies. The Board shall seek input from the staff and community where appropriate. These guides for discretionary action shall constitute the policies governing the operation of the School District.

Development of Policy

The Board is committed to developing 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 particular actions.
- Provide the Superintendent and District staff with clear guidance regarding expected District administration.
- Allow for flexibility that is needed for day-to-day operations.

Any member of the Board, District staff, students, parents, District taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the Board of Education or the Superintendent. The Policy Committee of the Board and the Superintendent shall be responsible for submitting policy issues to the Board for consideration. The Superintendent shall be responsible for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, will consider recommendations from groups and individuals affected by the policy, and will discuss, debate and decide on the substance of the policy in open meeting. The Policy Committee and the Superintendent shall be responsible for identifying the individuals and groups who will be affected by the policy.

The Board of Education's Policy Committee and the Superintendent of Schools shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board and Superintendent 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 (e.g., educational, personnel, business, etc.).

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- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

Adoption of Policy

The adoption of a written policy shall occur only after the proposal has been moved, discussed and voted on affirmatively at two successive meetings of the Board of Education (i.e., the "first reading" and the "second reading"). The policy draft may be amended at the second meeting. By a two-thirds majority vote, the Board may waive the "second reading" and complete the adoption of the proposed policy at its "first reading".

The formal adoption of written Board policy shall be recorded in the official minutes of the Board. Such written Board policy shall govern the conduct and affairs of the District and shall be binding upon the members of the educational community in the District.

It shall be the Board's responsibility to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision.

The Superintendent is given the continuing commission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

Implementation

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy on-line manual, and publicizing the policy as necessary to ensure that, as much as practicable, persons affected by the policy are aware of it.

Review

The Superintendent shall 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 and the Superintendent will review sections of the on-line policy manual on a rotating basis and will make recommendations to the full board regarding updates, as necessary, to ensure that the policies are consistent with Board goals and District practices. The Policy Committee and the Superintendent of Schools, working collaboratively, will also note those policies which must be reviewed even more frequently (e.g., student conduct and discipline, student attendance, and purchasing, which must be reviewed annually).

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

Adopted: 3/31/16