

POLICY

1999

1410
1 of 2

By-Laws

SUBJECT: POLICY

The Board of Education shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. 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 System.

The Board will call upon the school attorney for counsel should there be any question of legality relating to any proposed policy, or question of legality relating to any proposed policy, or question of legal procedure as to any administrative regulation which implements any proposed or adopted policy.

The suggestions and recommendations of the appropriate administrators will be considered in the development of policies. Such administrators will have processed suggested items for consideration coming from District employees or organizations of District employees.

The intent and spirit of these provisions are to secure the most complete and reliable information on which to base decision and to provide for the maximum practical interaction by way of regular administrative channels.

The formulation and adoption of these 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 study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Education shall exercise its control over the operation of the School System.

The adoption and/or amendment of a written policy shall occur only after the proposal has been moved, discussed and voted on affirmatively at three successive meetings of the Board of Education (i.e., the "first reading", the "second reading" and the vote).

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 directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board, and the administrative rules and procedures necessary to implement the policies.

(Continued)

POLICY

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1410
2 of 2

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SUBJECT: POLICY (Cont'd.)

Accessibility is to extend to the members of the Board of Education, School District administrators, School District employees through the employee organizations, and to such areas in the community as determined by the Board.

If occasion should occur calling for immediate action by the administrators, in an area where no Board policy exists, the Superintendent is empowered to act thereon. However, the Superintendent must report such action to the Board at its next regular meeting so that a policy may be formulated.

Application of Policy

A policy should be capable of being applied equitably in all circumstances to which it refers. The Board policy is a law, and should not be set aside for one person while being applied to others. If the Board finds that it must modify an adopted policy for a particular case, it shall amend the inadequate policy for the future. It shall not let policy stand while acting in a different manner.

Review of Policy

The Board will evaluate the effect of its policies and the manner in which they have been implemented by the administration. In such evaluation, the Board may call upon the staff, students and community.

The Board directs the Superintendent to bring to its attention any policy areas in need of revision or new development.

At the last meeting of the Board of Education in June of each year, each Board member shall give his or her copy of the policy manual to the District Clerk. The Clerk shall make all necessary revisions in the manual. Following the Annual Reorganizational Meeting, each member of the Board shall be provided an updated copy for use during the ensuing year.

Education Law Sections 1604(9) and 1709(1) and (2)

Adopted: 8/17/99