

BOARD OF EDUCATION – ADOPTION OF POLICIES AND PROCEDURES

1. Policy proposals shall be submitted to all members of the Board of Education and to the Superintendent of Schools in writing prior to a scheduled meeting of the Board of Education in which such proposed policies shall be first read and discussed.
2. A policy will be considered to have been adopted after it has been passed by a majority of the Board of Education at any regular or special meeting when it has become a part of the agenda, and then has again been passed by a majority vote of the Board at some subsequent regular or special meeting when it has become a part of the agenda. Such two actions must be two or more weeks apart. The first action shall be known as the “first reading,” and the second action which finalizes the proposed policy as the “second reading.”
3. Temporary approval for no more than 60 days may be granted by the Board in lieu of formal policy to meet emergency or special events which will take place before formal action on the second reading can be taken.
4. An existing regulation of the Board may be suspended or amended, or a new regulation adopted by a majority of the members present and voting on a resolution introduced at any public meeting of the Board when an emergency exists or is deemed to be imminent.

Said resolution shall expire automatically at the first public meeting of the Board following the abatement of the emergency.

An emergency shall be defined as a threatened disruption of the educational program or a threat to the security or safety of students or staff as a result of a man-made or natural occurrence.

5. To provide a systematic means for interpreting and implementing policies and legal mandates, appropriate Administrative Procedures should prescribe the necessary detail – how, when, where, and by whom a course of action is to be accomplished. All procedures must be consistent with existing policies. In the event procedures are necessary to cover matters not directly related to an existing policy, such procedures may not nullify or circumvent an adopted policy.
6. The initiation and development of Administrative Procedures will be the responsibility of the Superintendent.
7. Administrative Procedures are not in effect until shared with the Board.