

CODIFICATION REFERENCE NUMBER: 0131

DATE: July 30, 2001

FORMULATION, ADOPTION, AMENDMENT OF POLICIES

RESPONSIBILITY:

The Board of Education is responsible for the formulation, adoption, and the amendment of policies.

PROCEDURES:

The Board of Education will establish a Policy Committee of at least three Board members and the Superintendent.

To keep our policies current, the committee will track State Statute and State Administrative Code adoptions that impact the performance of our educational program; they will also consider policy development based on local needs.

A policy is needed if:

- It expedites our compliance with State statute and administrative code;
- It will help avoid litigation;
- It assists the District in meeting the requirements of the State's monitoring process;
- It avoids damage to the District or Board's image;
- It facilitates the operation of the Board;
- It fulfills our obligations to the children; and
- It furthers the opportunities to improve programs and facilities.

The Policy Committee will work with local administrators, staff, and the public where the interest exists in developing draft policies that will be taken to the Board for FIRST READING.

Individual members of the Board, and the Board as a governing body, will analyze the draft policy during the FIRST READING at a public meeting.

At a subsequent meeting, the SECOND READING will occur. The Board will then vote on a motion to adopt the draft policy.

If the policy is adopted by the Board, it will become part of the District Policy/Procedure Manual.

At a minimum, each policy shall be reviewed every 10 years.