

FORMULATION, ADOPTION AND AMENDMENT OF POLICIES

The Board of Education recognizes that the adoption of written policies constitutes the basic method by which the Board exercises its leadership in the operation of the district. Policies may be proposed for adoption, change, or repeal at any regular or special Board meeting, by any member of the school community. The Board delegates to the Superintendent of Schools the responsibility and authority to establish any and all rules, regulations, and/or procedures necessary to implement and maintain its policies.

Accordingly, the Superintendent is directed to initiate a program of Board policy revision to include the following items:

1. periodic review and evaluation of all current Board policy;
2. preparation of additional policies as needed;
3. consultation with district staff and community members on an advisory basis; and
4. presentation of proposed policy in draft form to the Board for consideration prior to action.

No official Board vote shall take place on a policy adoption, change, or repeal at the meeting during which it is first presented to the Board for consideration, unless a majority of the Board determines that it is necessary to do otherwise.

To adopt, change, or repeal a policy requires a majority vote of the entire Board.

The formal adoption of policies shall be recorded in Board minutes. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Every Board and staff member shall have access to the Board Policy Manual.

Ref: Education Law §§ 1604(a); 1709(1); 1804

Adopted: 6/10/99

Revised: 10/16/2013

The most important role of the Board of Education is that of policy maker. The Board of Education Policy Committee is appointed by the Board of Education and charged with the responsibilities:

- To review and recommend the policy review process to the Board of Education
- To examine existing policies for potential Board action
- To consider new policies for review and Board action

Once set, policy becomes the law of the District and exercises an influence on the culture of the District. It is the responsibility of the Board of Education to ensure that the policies set forth for the District are reviewed and revised when necessary. The Board of Education should ensure that the policies are general, action-oriented directives not detailed instructions, geared for the present and flexible for the future and that they reflect the moral and ethical values of the District.

The importance of policy lies in the fact that it serves as a guideline based upon a body of principles governing current and future discretionary action, as a generalized statement of intent, and as a statement of philosophic and strategic planning. The responsibility to formulate regulations and administer policies rests with District administrators.

The Policy 8-Step Process

Policies are not arbitrarily decided and put into practice. In fact, there is a long process, including many participants, before a policy is put into effect. When establishing a policy many factors must be considered. At the forefront, policies must be clear to everybody, including the decision-makers, the staff, and those affected by its implementation. To ensure that the policies are clear, there should be open communication and debate, and all stakeholders should be encouraged to participate.

Policies will be evaluated using the following criteria: The policy:

- Encourages continuity, stability and consistency of decision making
- Maintains the separation of policy makers and administrators
- Saves time and effort and avoids duplication
- Reduces uncertainty for all those who utilize it
- Assists in orientation of new board members and staff
- Provides for proactive, not reactive behavior
- Provides positive direction and leadership
- Is consistent with the District's Shared Vision.

The following is the procedure to establish a policy.

Step 1 – Problem Identification. Any person can identify an issue related to policy. The identification can come internally from teachers, students, school attorneys, and/or Board of Education, and externally from organizations (NYSSBA), parents, and residents.

Step 2 – Problem Issues. Those people involved in the school, including Board of Education, the Superintendent, and school attorneys evaluate the cause of the problem.

Step 3 – Information Collection. Information regarding the problem is collected from various sources including, but not limited to, the aforementioned people, New York State policy resources, and current laws, regulations, and rulings.

Step 4 – Outline Policy Alternatives. The policy that is being created or evaluated needs to be viewed from multiple angles. The problem that necessitated the policy should, in fact, be BEST solved by the policy being instituted.

Step 5 – Draft Recommended Policy. This policy is drafted in collaboration of the Board Policy Committee and Administration and presented with the Board of Education. It is then submitted to the groups and individuals affected by the policy for feedback. These groups include administrators, representatives of employee units and Parent Teacher Associations. The feedback of the groups, the Board of Education, and the Superintendent helps formulate the final draft of the policy.

Step 6 – Policy Review and Adoption. The proposed policy is then reviewed at a work meeting by the Board of Education. It is adopted at a formal Board of Education meeting and becomes part of the District policies. The Board of Education should ensure that the policies are general, action-oriented directives not detailed instructions, geared for the present and flexible for the future and that they reflect the moral and ethical values of the District.

Step 7 – Policy Implementation. After approval at the formal Board of Education meeting, the administration has the responsibility to develop, communicate, and implement the appropriate regulation(s) related to the policy. Administrative regulations are available for Board of Education review but remain in the domain of the administration. The administration discharges policy.

Step 8 – Policy Effectiveness Review. The policy will be revisited and reviewed, as appropriate, at a later date to evaluate its' effectiveness.

While certain policies are required to be reviewed annually (ex: Code of Conduct), others may not be evaluated on a regular basis. To guarantee that all policies are reevaluated, the

Superintendent has directed that all policies, regulations, and exhibits, should be on a triennial review cycle, excluding those required for annual review. Each established policy will be reviewed initially by the member of the Superintendency, under whose jurisdiction the policy emanates. The 8-Step Policy Review Cycle outlined above will provide the framework for the process that will follow and will result in a recommended policy for the consideration of the Board of Education.