

## BOARD POLICY DEVELOPMENT/ADOPTION

It is the intent of the Board of Education to develop written policies so that they may serve as guidelines for the successful and efficient operation of the Peyton School District.

The Board considers policy development one of its chief responsibilities. Proposals regarding policies may originate with a member of the Board, the Superintendent, a staff member, a parent, student, consultant, civic group or any resident of the district. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board. The Board shall take action after hearing the recommendations of the Superintendent and the viewpoints of persons or groups affected by the policy.

The Superintendent (or his/her designee) is to be delegated with the responsibility of maintaining the board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual and to serve as liaison between the Board and sources of policy research information.

### POLICY ADOPTION

1. Adoption of the new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education.
2. The Board shall normally adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final action:
  - a. **First Reading** – The proposal will be presented as an information item for a first reading. No action will be taken unless all members are present and the motion for adoption is unanimous.
  - b. **Second Reading** – The proposal shall be presented for a second reading, discussion and vote.
3. In the case of minor editing revisions, the Board may waive the two reading processes.
4. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.
5. Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions without unanimous consent; however, the above procedure is required before the policy shall be considered permanent.

**POLICY REVIEW/EVALUATION/ACCURACY CHECK**

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decisions, it shall be the policy of the Board to review its policies on an annual basis.

The Board shall evaluate how the policies have been executed by the school staff and shall weigh the results. It shall rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

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.

The Board directs the Superintendent to recall all policy and regulations manuals periodically for administrative updating and Board review.

ADOPTED: 3/82  
REVISED: 7/85, 10/93  
REVISED: 12/96