

## **SCOTLAND BOARD OF EDUCATION Bylaws of the Board**

### **Formulation, Adoption, Amendment of Policies**

#### **Introduction**

Board policies translate beliefs and desires of elected officials into action through the Superintendent of Schools and the school staff. Except for specific meeting decisions, policies are boards' best means of shaping district education through specifying in Board policy "what will be done". The Superintendent's administrative regulations provide the administrative "how it will be done" to accompany Board policies.

Policies also make it clear, at least by implication, that Superintendents are expected to follow the direction of the entire Board as it is expressed through its policies. On a daily basis, Board policies, except for bylaws, are primarily for the guidance of the Superintendent and his/her staff. It is, however, the Board's responsibility to ensure the Superintendent uses policies in making decisions; it is, similarly, the Superintendent's responsibility to insist that both policies and their amplifying regulations are followed by everyone in the school system.

#### **Organization and Contents of Policy Manuals**

Policy manuals contain three basic types of entries - Board of Education policies, Superintendent of Schools regulations, and Board of Education bylaws:

1. Policies are guides for discretionary action by the Superintendent of Schools and staff; not all policies require administrative regulations;
2. Regulations are the Superintendent's amplifications of Board policies into specific staff actions; not all administrative regulations require policies;
3. Bylaws are rules governing Boards of Education internal operations.

#### **Development of Board Policies**

The development of sound educational policies is one of the primary duties of the Board. Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent of Schools and his/her staff. Policy development and revision should follow these principles:

1. Policies and regulations shall be given high priorities by the Board and by the Superintendent of Schools;

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2. People at different levels shall be given opportunities to participate in development and review of policies and regulations;
3. Procedures for development and revision of policies and regulations shall be clear and well understood; participants shall know their roles and authority; lines of communication shall be observed;
4. Use of policies and regulations as guides to action shall be stressed at all organizational levels, and policy or regulatory violations shall not be overlooked or condoned;
5. Policy and regulatory effectiveness shall be monitored regularly by the Board of Education, the Superintendent of Schools, and by other staff members;
6. Board members and administrators shall guard against intrinsic problems of policies and regulations. (*rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.*)

Anyone may propose a new policy or policy changes. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for consideration and presentation to the Board. Although the Board encourages and welcomes community, staff and student involvement, only the Board may establish policy.

The Superintendent is encouraged to submit written recommendations for new policies and for revision of existing policies as necessary for the effective operation of the public school and district.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. Policy manuals and copies of new and changed policies shall be distributed to all members of the Board and school administrators, and shall be made available to the staff, students, and general public.

### Adoption and/or Amendment of Board of Education Policies

Procedure for the adoption of a new policy or the amendment of existing policy shall be:

1. Upon referral to the policy committee, the committee will develop a statement of policy or change of existing policy based on the following:
  - a. Suggestions and requests from Board members;

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- b. Recommendations from the Superintendent of Schools;
  - c. Statutory requirements;
  - d. Citizen input.
2. Proposed new policies and suggested amendments to or revisions of existing policies will be adopted by a majority vote of all members of the Board at two (2) Board meetings. There will be a "first reading" at a regular Board meeting where the policy will be introduced. The policy will be re-introduced as a "second reading" at the next regular Board meeting for adoption.
- a. In the event of an emergency situation agreed upon by the Board, be adopted or the "second reading" may be waived.

Reference: Robert's Rules of Order, Newly Revised