

SCHOOL BOARD POLICY PROCESS/BOARD REVIEW OF ADMINISTRATIVE RULES

Code **BG/BGD** Issued **4/06**

Purpose: To establish the basic structure for the development of board policy and board review of administrative rules.

The board considers policy development one of its chief functions. The board will develop written policies to serve as guidelines for its own operations and for the successful and efficient functioning of the public schools. Written policies are guides for the discretionary action of those to whom the board delegates authority and are a source of information and guidance for all those who are interested in and affected by the district schools.

Proposals regarding policies may originate with a member of the board, the superintendent, a staff member, parent/legal guardian, student, consultant, civic group, advisory committee or any resident of the district. The board will use a careful and orderly process in examining such proposals prior to action upon them by the board.

The board will continually study and evaluate the written policies and the reports concerning the execution of those written policies to determine their adequacy and effectiveness. Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future boards.

Each proposed policy will require **two** readings at regular meetings of the board. The formal adoption of the policies will be recorded in the minutes of the board. Only those written statements so adopted and so recorded will be regarded as official board policy.

Suspension or repeal of policy

In emergency situations, a majority vote of the board members present at a regular or special meeting may temporarily suspend the operation of any section or sections of board policy which are not established by law or contract. A proposal for such change must be listed on the agenda of the meeting. All members must be notified in writing of such meeting.

The board may also suspend a policy although such change was not listed on the agenda of the meeting if the favorable vote is unanimous.

Review of administrative rules

Often policies of the board are accompanied by rules and exhibits that are referred to as administrative rules. These rules are generally drawn up by the administration to execute the policies of the board.

The board will approve administrative rules when such approval is required by law or otherwise advisable. The superintendent will have freedom, however, to issue additional rules and procedures consistent with board policies.

The board may nullify any administrative rules determined to be inconsistent with the policies adopted by the board.

Adopted 1973; Revised 2/24/69, 11/18/74, 11/16/81, 4/24/06

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The superintendent or other designated policy manual coordinator has the responsibility for drafting policy proposals, maintaining the board's policy manual, and serving as liaison between the board and the South Carolina School Boards Association's (SCSBA) policy services and other sources of policy research information.

- The superintendent will present a proposed policy in writing to the board at least 30 days prior to possible approval.
- If legalities are involved, the board will not take action until the school district attorney or an attorney from SCSBA reviews and pronounces the proposal as legally defensible and wise.
- After first reading, the superintendent will post one copy of the policy in the district office for public review. The superintendent will distribute a copy to each school to post for review.
- Once the board gives a policy final approval, the superintendent will distribute a copy of the policy to each building administrator and district office administrator. If the policy is to take effect immediately, the superintendent will then route the finished policy to each manual under district control or post the policy online.
- The policy manual coordinator will send the policy to the SCSBA for final printing. SCSBA will prepare the copies and return them to the district or post the policy online.
- In the absence of highly unusual circumstances, the administration must not allow proposal policies to "linger" unresolved and dormant for longer than 60 calendar days after presentation to the board.
- Once a policy is approved by the board and printed in final form by the SCSBA, the superintendent will disseminate copies to all manuals. Appropriate administrators at the local and district level will place policies in the manuals of their respective schools/departments and insert copies in other manuals external to the district. Revised or deleted policies should be removed as a part of this process.
- Without official school board authorization, no administrator is permitted to physically "just remove" a policy from the manual. A policy may be deleted by official board action only.
- The superintendent will supervise a review of each policy manual under district control on a continuing basis. Essential checkpoints will be as follows.
 - currency
 - legality
 - preciseness of language
 - relevancy

The district may seek the aid of SCSBA policy services in performing this review.

- In preliminary considerations of a policy proposal, the district superintendent will be thoroughly aware of the contents of such proposal and will be involved in any decision as to whether or not a given proposal is to be presented to the board for consideration.

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School District Five of Lexington and Richland Counties