

Policy BF: SCHOOL BOARD POLICY PROCESS

Status: DRAFT

Original Adopted Date: 03/03/1997 | Last Revised Date: 10/12/2015 | Last Reviewed Date: 10/12/2015

EXPLANATION

These revisions were requested by the district.

The board of education shall determine the policies to serve as a basis for the administration of the school district. The formulation, development, adoption and revision of written policies is a board function, and adopted policies are among the board's governing documents.

The district's policies shall be consistent with the philosophy, goals and objectives of the district. In the event of a discrepancy between written materials in the district, board policy will take precedence.

The term "policy" includes any board regulations.

Policy Proposals

Absent good cause, it shall be the general policy of the board to have proposed new or revised policies reviewed and submitted to the board by the board of education Policy Committee to be appointed pursuant to board policy BCE. The district may utilize an outside entity that provides sample policies, service and support.

Policy Adoption

Policies may be adopted, amended or rescinded only upon a majority vote of the members of the board present at a legally constituted meeting in which the proposed policy or amendment has been included on the agenda and described in writing. ~~To permit time for study, it shall be the general policy of the board to have proposed new revised or policies to be rescinded presented to the board for discussion purposes at least four weeks prior to final board action on the proposed policies.~~ Information about proposed policies or amendments will be provided to board members in advance of the meeting where the policies will be discussed to permit time for study. Upon approval of the policy committee the policy will be placed on the next regularly scheduled meeting of the board. The opportunity shall be available for concerned groups or individuals to react to policy proposals.

The formal adoption, revision or repeal of policies will be recorded in the minutes of the board meeting. Only those written statements so adopted or revised and so recorded will be regarded as official policies of the board. Policies may become effective immediately upon adoption or at a specific effective date established by the board and provided in the motion to adopt.

Alternative Adoption Procedures

When an updating service, such as that provided by the Missouri School Boards' Association, recommends adopting, amending or rescinding policies, the board may vote to accept the recommendations after board review, in which case, the policy committee need not conduct a review of such policies. The recommended changes will then be considered immediately adopted and will be regarded as official board policy.

The board can adopt, amend or rescind a policy after any number of readings; however, if the board determines that an emergency exists, the board may adopt, amend or rescind a policy immediately. The fact that such policy change is adopted as an emergency measure shall be stated in the minutes.

Suspension of Policies

Policies of the board may only be suspended at an official meeting of the board by one of the following procedures:

1. A majority vote of all board members when the proposed suspension has been described in writing.
2. A unanimous vote of all board members when the proposed suspension has not been described in writing.

Administration in Policy Absence

The superintendent shall have the power to implement action within the school district if an emergency situation should develop for which the board has provided no policy guidelines. However, the superintendent's decision shall be subject to review by the board at its next regular meeting. It is the superintendent's duty to inform the board of any such action and of the need for an official policy statement.

Policy Review

The board will review its policies on a continual basis in an effort to ensure that they are current and in compliance with the most recent federal and state regulations, statutes and court decisions.

The superintendent shall be responsible for the administration of the policies adopted by the board of education and is responsible for calling the board's attention to all policies that are out of date or appear to need revision. The superintendent may designate a specific employee or contract with an outside entity for assistance with updating policies and maintaining an online version of the policy manual, as required by law. For the purpose of this policy, the term "manual" refers to the district's collected policies, whether in print or electronic formats.

If the district maintains multiple copies of paper manuals, the superintendent or designee shall make every effort to ensure that each copy of the policy manual or any excerpt therefrom is identical. Only the copy designated "official copy" and kept at all times in the office of the superintendent shall be recognized as authoritative.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

§ 171.011, RSMo.

Description

[State Statute](#)

Cross References

CH

Description

[POLICY IMPLEMENTATION AND DISSEMINATION](#)

GBB

[STAFF INVOLVEMENT IN DECISION MAKING](#)

KC

[COMMUNITY ENGAGEMENT](#)