

POLICY: BF  
Approved: October 26, 1970  
Reviewed: January 15, 1991  
Revised: October 1, 2001  
Revised: September 22, 2003

## **POLICY DEVELOPMENT, ADOPTION, AND AMENDMENTS**

Adoption of new policies or changing existing policies is solely the responsibility of the Board of Education. The Board shall adopt clearly defined written policies, based on a thorough understanding of educational process. In formulating policies, it will consider individuals and groups affected by the policies.

Proposals for new policies or changes to existing policies will follow the pursuing procedure.

- A. All proposals for policies will be presented to the Board by the Administrator. The Board reserves the right to study and evaluate any proposed policy. Thus, time shall be given to permit further study and also to give interested parties an opportunity to react. However, temporary approval may be granted by the Board of Education in lieu of formal policy to allow for special conditions or events which may take place before formal action can be taken.
- B. Initial reading of a policy will be presented by the Administrator at a Regular Board meeting for acceptance or modifications. If accepted, proceed to Step "C". If modification is suggested, the policy will be returned to Step "A".
- C. The policy will be read for final approval at the next Regular Board meeting.

### Policy Dissemination

The District Administrator is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board.

### Administration in Policy Absence

In cases where action must be taken with the School System where the Board of Education has provided no guidelines for administrative action, the District Administrator shall have the power to act, but his/her decisions shall be subject to review by action of the Board of Education at its next Regular meeting. It shall be the duty of the District Administrator to inform the Board of Education promptly of such action and of the need for policy.