

## **FORMULATION, AMENDMENT, DISSEMINATION AND UPDATE OF POLICIES**

### **Formulation and Amendment**

The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school system. The formal adoption of policy shall be recorded in the minutes of the Board. Only those written statements so adopted by a majority of the Board and so recorded shall be regarded as official Board policy. Policy adoption or amendment should follow an orderly procedure.

- A. Some preliminary discussion regarding a major new policy statement or an amendment to an existing policy should occur between the Board, the Superintendent, his/her staff if necessary, and others as might be required.
- B. The Superintendent or his/her designee should draft the policy statement or amendment prior to the official Board meeting for action.
- C. All policy proposals or amendments should be titled and numbered as appropriate to subject and in conformance with the numerical system used in the Board policy manual.
- D. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they were adopted. They shall then be included in the policy manual of the District.
- E. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

### **Dissemination**

The Superintendent is directed to make policies adopted by the Board accessible to the public, employees, and Board members. All policy manuals shall remain the property of the Board.

### **Suspension of Policies**

The operation of any section or sections of Board policies, not required by law or contract, may be temporarily suspended by a majority vote of the Board members present at a regular or special meeting of the Board, or by the Board's designee. Such suspension shall terminate at the next meeting of the Board or at such earlier time as is specified in the motion to suspend.

Handbooks and Directives

Student and/or employee handbooks, directories, curriculum guides, and other similar publications may be issued by the Administration. These materials must conform to Board policy and if not, they must be approved by the Board before publication and dissemination.

LEGAL REFS: O.R.C. §§3313.20; 3315.07

Adopted: August 20, 2012