

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 1 – SCHOOL BOARD BYLAWS AND ORGANIZATION</p> <p>File: 1-11 Development, Adoption, Amendment and Dissemination of School Board Policy</p>	<p>Last Reviewed: 8-9-10</p> <p>Next Review: 7-1-12</p>
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The policy making body of the Preston County School District is the Board of Education. The Board shall adopt, and from time to time, amend and repeal policy statements and administrative regulations written to implement those policies. As prescribed by law, the Board shall delegate to the Superintendent the function of specifying required actions and the detailed arrangements under which the schools will operate. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. They must be consistent in every respect with the policies adopted by the Board and they shall be presented to the Board for consideration as a part of any policy up for consideration by the Board.

All employees are expected to know and shall be held responsible for following state laws, state Board Policy, local board policy and implementing administrative regulations. It is imperative that all new and veteran school district employees are instructed about district-wide policies on a regular basis.

In adopting this policy manual, the Board is directing that all employees review and study it. Suggestions as to additions, revisions, or deletions should be submitted to the Superintendent for review and possible action by the Board.

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R 1-11-1 Adopting, Amending, and Repealing County Policies

Proposals for new policies, policy revisions, or the repeal of existing policies must be submitted in writing to the Superintendent for consideration and review at least two weeks prior to their submission to the Board for consideration.

- ❖ Proposed changes to the Policy Manual will be made available for public review for at least 20 school/work days via the School Systems’ webpage and at the Superintendent’s office.
- ❖ At a regularly scheduled meeting the Board will review and discuss the proposal (**first reading**).
- ❖ The proposal shall be placed on the agenda and discussed at the next regular meeting of the Board (**second reading**).
- ❖ At the conclusion of the second reading, the Board may, upon proper motion, vote on the matter or it may direct additional changes to the policy which will be discussed at future regular or special meetings prior to a final vote on the matter.
- ❖ A majority vote of the membership of the Board shall be required for the adoption, amendment, or repeal of a policy or bylaws.

- ❖ When it is in the best interest of the school system (such as an emergency situation), the Board may suspend the two-reading rule by a unanimous vote of the five Board members and take immediate action to adopt, amend or repeal a policy. The Board may also forego public review guidelines in emergency situations.
- ❖ Unless otherwise specified, all policy changes shall take effect on the date of their adoption and shall supersede the previous policies on the subject. Unless otherwise specified, the repeal of a policy or bylaw shall take effect on the date of the action by the Board.
- ❖ To promote school board effectiveness, individual policies and regulations contained in this Policy Manual shall be updated and amended annually to keep pace with changes in West Virginia School Laws, State Board of Education Policies and court cases that impact the efficient operation of the school system. The Policy Manual will undergo a complete review biannually.
- ❖ Public comments on proposed new policies or amendments to existing policies may be made at the board meetings scheduled for discussing said proposals or through the Superintendent's office.

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R 1-11-2 Suspension of Policy

From time to time the Board may find it in the best interest of the school system to take action contrary to existing policy and in those circumstances it may suspend specified policy statements for only one meeting at a time and in the following manner:

- ❖ Upon a majority vote of the membership of the Board at a meeting in which the agenda includes the call for the proposed suspension has been described; or
- ❖ Upon a unanimous vote of ALL members of the Board when no such notice has been given prior to a regularly scheduled meeting.

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R 1-11-3 Policy Manual Distribution

The policies that have been approved by the Board have been codified and compiled in this manual. Central office and building level administrative regulations must be consistent with these officially adopted policies. This policy manual is not now complete, nor will it ever be. As new policies are adopted and old policies changed, updates will be sent to the custodians of the manual and electronic copies of the manual will be updated.

A minimal number of manuals shall be placed strategically throughout the District. Placement shall include: one copy at each of the following sites - central administrative offices, principals' offices, and a summary of selected policies will be placed on the Board's web site.

Board members and employees cannot be urged too strongly to study carefully the Policy Manual and administrative bulletins directed to them. These policies represent the guidelines, parameters, and constraints within which the school district operates.

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Adopted: January 24, 1983
Amended/Revised: August 9, 2010