

BOARD POLICY DEVELOPMENT, ADOPTION, DISSEMINATION, AND REVIEW

I. PURPOSE

To outline the standards for the development, adoption, dissemination, and review of policies within the Shelby County Schools

II. SCOPE

This policy applies to the Board and Administration of the Shelby County Schools.

III. POLICY STATEMENT

The Board accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

Policy Development

It is the intent of the Shelby County Board to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the Shelby County public schools.

The Board considers policy development its chief function, along with providing the

wherewithal such as personnel, buildings, materials, and equipment for the successful administration, application, and execution of its policies.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the Shelby County public schools.

The policies of the Shelby County Board are framed, and are meant to be interpreted, in terms of Tennessee laws, rules and regulations of the State Board of Education, and all other regulatory agencies within our county, state, and federal levels of government.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

The following represents the policy development process:

- I. Need Recognized
Required changes in policy noted by the following:
 - a. Board (including approved Board resolutions and/or Board Committee recommendations)
 - b. Superintendent
 - c. Legal Requirement
- II. Superintendent (or designee) Prepares Abstract/Policy Development List
Defines issues and suggests approach
- III. If one exists, the Board Committee charged with policy development work reviews abstract/policy development list
Takes position on issues; agrees on scope; establishes policy priority schedule
- IV. Superintendent Prepares Draft
Obtains legal counsel if necessary
- V. Announcement and distribution/notification of proposed new or revised policies as an agenda item
- VI. Board Reviews Draft During a Board Work Session

- VII. Board Reviews Draft at First Reading
Agrees on substance; suggests wording change, if necessary
- VIII. Superintendent Prepares Final Draft
- IX. Board Takes Action on the Policy at Second Reading
- X. If approved/adopted Superintendent Distributes Policy

Policy Adoption

Except for policy actions to be taken on emergency measures, the adoption of Board policies shall follow this sequence which will take place at least at two (2) regular meetings of the Board:

1. Announcement and distribution of proposed new or revised policies as an item of information. (First Reading)
2. Opportunity offered to concerned groups or individual to react to policy proposals. (First and Second Reading)
3. Discussion and final action by the Board on policy proposals. (Second Reading)

The final vote to adopt or not to adopt shall follow by at least four weeks from the meeting at which policy proposals are first placed on the agenda, except where otherwise provided.

Policy Adoption Record

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District.
3. Policies and amendments to policies shall be effective immediately upon adoption unless otherwise provided.

Emergency Policy Adoption Procedure

On matters of unusual urgency, the Board may waive the four-week limitation and take immediate action to adopt new or revise existing policies (For example, at a special meeting of the Board). When such immediate action is necessary, the

Superintendent/Board shall state for the record and/or provide notice of the reasons for this necessity.

Policy Dissemination

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible to employees of the school system, to members of the Board, and to persons in the communities of the county insofar as conveniently possible, the policies adopted by the Board of Education.

The updated Board of Education operating Policy Manual shall be kept in electronic format through the District's web page and available via computer in each school library during and immediately after normal school hours.

A copy of the updated Policy Manual shall be filed with the Commissioner of Education.

Added or amended policy and a notice of each deleted policy shall be kept on file and available in each school library, and a copy shall be filed with the Commissioner.

Distributed Policy Manuals shall remain the property of the Shelby County Board of Education and shall be considered as on loan to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the school system.

Suspension of Policies

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by a majority vote of Board members.

Biennial Policy Review

At least every two (2) years, the Board will review its policies for the purpose of passing, revising or deleting policies mandated by changing conditions. It shall evaluate how the policies have been executed by the school staff and shall weigh the results. The Board shall rely on the school staff, students, and/or the community to provide evidence of the effect of the policies which it has adopted.

The Superintendent is given the responsibility of calling to the Board's attention all policies that need revision.

The following criteria shall be used when evaluating the policies for possible revision or updating:

1. Is the policy within the scope of the Board's discretionary authority as granted by state statutes?
2. Is it consistent with state and federal law and with the provisions of the United States Constitution?
3. Does it have a legitimate purpose that is educationally valid or a desirable end or objective?
4. Does it reflect sound judgment and wisdom?

Legal counsel shall be sought when in the opinion of the Superintendent or the Board a question exists regarding the legality of a policy.

IV. RESPONSIBILITY

- A. It is the responsibility of the Superintendent to ensure that this policy is followed.

Legal References:

1. T.C.A. §49-2-207

Cross References:

Policy Revision History – This policy incorporates the following policies repealed by the Shelby County Schools Board of Education on 03/25/14: 0013 Policy Adoption - Issued Date: 08/26/10; 0014 Policy Dissemination - Issued Date: 08/26/10; 0015 Suspension of Policies - Issued Date: 08/26/10; 0019 Biennial Policy Review - Issued Date: 08/26/10.