

**DEVELOPMENT, ADOPTION, AMENDMENT  
AND ABOLISHMENT OF POLICIES**

Board policies are developed, adopted, amended and abolished based upon changes in applicable laws as well as identified needs in the school community.

When policies are developed, amended or abolished, the initial work will be completed by the Board Policy Committee. Depending upon the level of work and the types of recommended changes, the proposed policy will be recommended for Policy Committee review only, single reading with the full Board of Education, or multiple readings with the full Board of Education.

Typically, minor grammatical or cross-reference revisions are reviewed by the Policy Committee only. Minor content revisions to policies are reviewed by the Policy Committee and are recommended for a single reading with the full Board of Education. New policies and policies being recommended for major content revisions are reviewed by the Policy Committee and are recommended for two readings with the full Board of Education. If there are any changes requested by any Board member, the policy is then sent back to the Policy Committee to make the changes before it comes back to the full Board for consideration.

Policies are abolished when the need for that policy is no longer valid. Examples include law changes or moving the content of a policy to another policy or policies. Approval of the abolishment of a policy where content was moved should be done in the same motion/action as the amendment of the other policy/policies.

Regulations and forms associated with policies are reviewed and amended at the same time as the parent policy. Policies are not recommended to the full Board until the required revisions are also made to the associated regulations and/or forms.

Since the Board must act upon proposed policies when it deems such action most appropriate, submission of a proposed policy does not guarantee final action or approval.

The Board of Education shall be provided with adequate time for study and deliberation prior to final adoption.

Emergency Approval – If a new or change of policy is required right away, such as for a change in law or regulation, the Board may vote to waive the multiple readings requirement and proceed to approve the new or changed policy.

Copies of all policies, and related Superintendent regulations and forms adopted by the Board, shall be posted electronically to the District website and shared through other available services such as e-mail.

Reference: Education Law §§ 1604(0), 1804

Reviewed: December 11, 2007

Revised: July 10, 2018; December 6, 2016