

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 1 – SCHOOL BOARD BYLAWS AND ORGANIZATION File: 1-11 School Board Policy Development, Adoption Dissemination</p>	<p>Adopted: January 24, 1983 Last Reviewed: April 2018</p>
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The policy making body of the Preston County School District is the Board of Education. The Board shall adopt such rules and regulations as are necessary for its governance and the governance of its employees, students and visitors to its schools, as well as the care and control of its grounds and premises.

All employees are expected to have a working knowledge of 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.

Origination of Policy Proposals - Proposals regarding policies may originate with:

1. Any Board member;
2. Superintendent
3. Board employees;
4. Student, parents or guardians;
5. Faculty Senate;
6. Local School Improvement Council;
7. Consultant hired by the Board; or
8. Other citizens of the county.

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.

Policies Dictated by Higher Authority

County school boards are required to respond to and follow many rules, regulations, and guidelines that flow from a higher state or judicial authority. The Superintendent shall keep the Board of Education well informed about all Preston County Board of Education bylaws and policies that are dictated by state code, policies and rules of the West Virginia Board of Education, ordered by the State Superintendent of Schools, or ordered by a court of competent authority.

It shall be the Superintendent's responsibility to place all such policies, rules, regulation, and guidelines in the proper format and place them on the Board's agenda for its review and discussion. At the conclusion of the Board's review and discussion of these proposed policies, upon recommendation of the Superintendent, and with the consent of the Board, these policies shall be considered formally adopted as County policy and shall be placed in the Policy Manual.

Policies that are dictated by a higher state authority do not have to be placed on the School Systems Website for public review.

The Superintendent is authorized to review and make technical corrections and editorial changes to these policies when he/she has received information that the higher authority from which they originated has amended or modified them. The Superintendent shall inform the Board of any such changes at the next regular Board meeting.

Policies Proposed by Preston County School Officials

Bylaws and policies that are **not** dictated by higher state or judicial authority, but are proposed by the Superintendent, staff, other school personnel, community member, or a hired consultant may be adopted, amended, or repealed at any meeting of the Board.

As a general rule, the process for adopting such policies shall begin by placing proposed new policies, policy amendments, or the repeal of policy on the Board agenda as an information item for the Board. The proposed policy adoption, amendment, or repeal shall remain on the agenda of each succeeding Board meeting until approved or rejected.

However, when unusual circumstances dictate, upon the recommendation of the Superintendent, a policy may be approved, amended, or repealed at any meeting at which said policy appears on the Board Agenda (i.e. safety and welfare of students and employees or the efficient operation of the school system).

Proposed policy adoptions, amendments or repeals which are written at the county level shall be posted on the School Systems Website for public review following their presentation to the Board. They shall remain on the website until they are approved or rejected by the Board. Persons wishing to comment on policy proposals may do so in writing to the Superintendent, or they may attend board meetings and request time to comment on the proposals.

Other Elements of the Policy Development Process

Bylaws and policies shall be adopted, amended, repealed, or suspended by majority of those present and voting.

The adoption, modification, or repeal of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be published in the Board policy manual.

The Superintendent is authorized to review and make technical corrections and minor editorial changes to policies that have been adopted through normal rulemaking procedures. Such correction shall be limited to non-substantive matters that do not affect the intent, meaning and/or operation of the policy or regulation. If the Board determines that a correction is substantive in nature, it must take formal action to adopt the amendments to the policy or regulation.

Conflicts with State or Federal Law – In the event of a conflict between a policy of the board, on the one hand, and the requirements of state or federal law, on the other, the requirements of state or federal law shall prevail, and the conflicting provision of the policy shall be considered null and void without further action by the board.

Effective Date of Board Policies – Unless otherwise clearly indicated in a policy or by the Board's action approving, modifying, or repealing a policy, each policy, modification of policy, and repeal shall take effect upon the date of final board action.

Review of Policies. The Board of Education, will review all policies at least biannually in order to determine if any changes are necessary to make the _____ County School system more efficient and effective. Nothing in this policy shall be construed to prohibit the Superintendent from alerting the board to more urgent reason to modify, or repeal policy, especially when action is necessary to reflect changes in applicable state or federal law.

Outdated, Unnecessary, and Ineffective Policies – At any time, the Superintendent may notify the Board if certain policies are out of date, seem unnecessary, or have proven ineffective, or whether they are in need of modification or repeal for any other reason.

Policy Manual Distribution – The Superintendent shall establish and maintain an orderly system for making all of the Board's policies accessible to Board members, employees, students faculty senates, and the county's local school improvement councils. The Superintendent shall also maintain a system for making the Board's policies available to the parents, guardians, and custodians of the students, and to residents of the county. The Board's policies are public records, open for inspection at the Preston County Board of Education Office.