

A POLICY STATEMENT OF  
THE HANCOCK COUNTY BOARD OF EDUCATION  
New Cumberland, West Virginia 26047

**POLICY DEVELOPMENT SYSTEM**

It is the intent of the Hancock County Board of Education to develop policies in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the Hancock County Schools.

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 guide for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

The Board, as the controlling body of the public schools, is charged with the responsibility of establishing policies for the schools and maintaining the best possible educational conditions for the county. The primary function of the Board is the determination of general policies for and the exercise of general supervision of the public schools. The details and administration thereof shall be carried out by its Superintendent and professional staff.

The Board shall adopt clearly defined written policies based on a thorough understanding of the educational process. The adopted policies shall represent a combination of the lay judgment of the members of the Board and the professional judgment of the Superintendent and staff. Having determined its policies, the Board shall stand behind their employees whose work it is to put the policies into practice.

The formation and adoption of these written policies shall constitute one method by which the Board shall exercise its leadership in the operation of the school system.

In formulating policies, the Board shall adopt general principles and statements of intent. The Superintendent and professional staff shall take action therewith. The Superintendent shall, in turn, when necessary, or when directed by the governing Board, prepare written regulations to insure the implementation of Board policy.

The Superintendent, in cooperation with staff and the Board, shall recommend policies for adoption and recommend revision of existing policies.

Policies and/or revisions may be proposed by any member of the Board, by any lay group or organization, or by any citizen.

The consideration and approval process by the Board of Education shall be as follows:

1. Specific policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the Board in writing prior to a regular scheduled Board meeting.
2. The policy shall also be placed on the agenda for a regular meeting of the Board for discussion and possible approval of a first reading.
3. Following the approval by the Board of a first reading, the proposed policy will be placed on public comment for a period of not less than thirty (30) calendar days.
4. The proposed policy will be posted at the central office, each school, each work location, and a copy forwarded

to the head officer of each Faculty Senate and employee organization with a request for comments on the policy to be forwarded to the Superintendent within the thirty (30) calendar day comment period.

5. Following the minimum thirty (30) calendar day timeframe, the Board will be provided a copy of all comments received on the policy prior to a regularly scheduled Board meeting.
6. The proposed policy shall be placed back on the agenda for a regular meeting of the Board of Education for discussion and possible approval by a second and final reading.
7. If significant changes are recommended to the policy, the Board may direct the Superintendent to make the changes and bring it back to the Board at a future meeting repeating steps 1-7 until the policy is approved by a majority vote of the Board of Education.

The Board of Education may dispense with any and all of the procedures of this policy when, by vote, in open session, the Board at its sole discretion, determines that it should expedite the process to meet urgent conditions.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

All policies are maintained at the Office of the Superintendent and are available to the public upon request.

Date Adopted: 9/25/1972  
Date Amended: 7/1/85; 11/13/00; 4/8/13  
Date Reviewed: 1/11/16