

**Regulation**

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FORMULATION, ADOPTION, AMENDMENT OF POLICIES

The board reserves to itself the right to final determination of what shall be the official policy of the school district. The board directs the superintendent to coordinate the policy development process and establishes the duties of the policy coordinator as follows:

- A. The board directs the policy coordinator to develop procedures for continuous orderly review of the policies in the board governance manual during the time provided for "policy" on the agenda of the regular board meeting. Any necessary revisions shall be made in conformity with this bylaw.
- B. When changes in law occur, an immediate review of existing policy will be made. If required policy is lacking, its development shall become the most immediate policy consideration. If the terms of existing policy are not affected by changes in the law and the policy continues to reflect the intent of the board in the matter, notation of the board's review shall be appended to the policy.
- C. The policy coordinator shall be the superintendent of schools who's duties shall include the following:
  - 1. Establish and define the need for policy;
  - 2. Research existing policy, procedures and district practice including but not limited to:
    - a. legal restrictions;
    - b. financial impact;
    - c. impact on district resources (staff, facilities, etc.);
    - d. other district policies;
  - 3. Notify personnel, community and students if appropriate of policy development and solicit input through representative organizations (H.S.A.- parents, student council- students, community group survey);
  - 4. Draft policy language for review by the policy committee;
  - 5. Submit committee recommended policy to full board for first reading;
  - 6. Revise in committee and recommend policy to full board for second reading;
  - 7. Maintain current and up to date policy manual;
  - 8. Implement policy and procedures (if applicable);
  - 9. Establish three year cycle for general evaluation of policy.

Adoption –

The board directs the policy coordinator to ensure the following:

- 1. Submit proposed policy to policy committee for review;
- 2. Submit committee recommended policies to the full board for first reading and suggested revisions;
- 3. Submit revised policies for second and subsequent readings and adoption. Continued readings are appropriate when the board requires additional changes;
- 4. All policy manuals are updated with new or revised policies annually.

FORMULATION, ADOPTION, AMENDMENT OF POLICIES (continued)

D. Amendment of Existing Policies

Board policies will be reviewed and revised on a three year cycle and when required by a change in statute, regulation or pursuant to other legally authority. Notice of any change shall be provided to staff members, students, parents, and the community as appropriate.

In amending board policies, the policy coordinator shall:

1. Solicit input from the representative organizations and interested stakeholders;
2. Draft policy language for review by the policy committee;
3. Direct committee review and discussion of first and subsequent readings;
4. Maintain an up to date master policy manual;
5. Ensure updated copies are distributed to schools in the district and posted to the district website.

1<sup>st</sup> Reading:

Adopted:

NJSBA Review: April 2015

1<sup>st</sup> Reading: December 15, 2015

Readopted: January 5, 2016