

**BDC**

**Policy Adoption**

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The board shall adopt new policies and delete or modify existing policies.

All handbooks are to be approved by the board and adopted, by reference, as a part of these policies and rules.

**Policy Dissemination**

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

**Policy Review**

The board shall review its policies and rules on an annual basis.

Approved:

**BDC-R**      **Policy Adoption**

**BDC-R**

The policies, rules and regulations of the board may be amended at any regular, special or adjourned meeting of the board by a majority vote of the members of the board.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular board meeting. Any action on the recommendation will take place at the next regular meeting of the board unless an emergency is declared. In this case, final action may be taken immediately.

**Policy Dissemination**

The superintendent shall be responsible for developing a procedure to ensure that persons who have copies of the board policy book receive changes in board policy and the policies which have been amended or deleted are removed from such policy books. Every attendance center shall have a current copy of the policy book which shall be kept in the office of the principal or superintendent. A copy of the board policy book shall also be kept in the central business office. Each board member shall be furnished a copy of the policy book, and the superintendent may also designate which administrators shall be furnished with copies of the policy book.

The clerk will keep a historical set of board policies which will reflect all revisions, amendments, or other actions pertaining to every policy and rule.

Approved: