

**Darien Public Schools  
Darien, Connecticut**

**POLICY**

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**Series 9400  
Board Policies**

**Policy 9430**

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES**

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
  - A. Board of Education Members
  - B. Superintendent
  - C. Statute
  - D. Matters of law
  - E. Citizens
  - F. Students.
3. The process for the Board's consideration of policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be as follows:
4.
  - A. The Board authorizes the Policy Committee, a subcommittee of the Board, to consider and review in the first instance new policies and/or amendments to, revisions of, or deletions of existing policies, and ultimately to submit policy proposals and/or suggested amendments to, revisions of, or deletions of existing policies to all members of the Board in accordance with the process set forth herein.
  - B. The Policy Committee shall review policy updates from the Board's legal counsel and/or other model policy service provider as such updates become available (the "Model Policy Updates"), and shall determine which Model Policy Updates, if any, to submit to all members of the Board.
  - C. The Policy Committee may consider policy proposals and/or suggested amendments to, revisions of, or deletions of existing policies other than those based on the Model Policy Updates (such as suggestions originating from the sources listed in Paragraph 2 above) only if so directed by the Board through a majority vote of all Board members.
  - D. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board by the Policy Committee in writing prior to a regular Board meeting in which such proposed policies, amendments, revisions, or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next

school year following adoption unless the policy provides otherwise.

7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.
9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

ADOPTED: *December 9, 2008*

REVISED: May 28, 2024.....