

Houston County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date: 09/09/24
		Rescinds:	Issued: 07/22/04

A proposed policy or policy change shall be submitted to the Board as part of the agenda. The Board may approve the proposal or return it for study and/or further revision.

Adoption shall require an affirmative vote by a majority of the Board.

Policies adopted by the Board shall be made a part of the minutes and shall be placed in the policy manual. Policies shall be effective immediately upon adoption unless a specific effective date is provided and shall supersede any previous board action on the subject.

POLICY MAINTENANCE

The Director of Schools/Designee shall be responsible for drafting policy proposals and maintaining the Board policy manual. At least biennially, the Board shall review its policy manual for the purpose of passing, revising, or deleting policies mandated by changing conditions.¹ To ensure that the policy manual remains current, the Board may contract annually for TSBA's policy maintenance service.

Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the community.

SUSPENSION OF POLICIES

Any board policy or part thereof may be suspended by an affirmative vote by a majority of the Board.

ADMINISTRATION IN POLICY ABSENCE

In cases where the Board has provided no guidelines for administrative action, the Director of Schools/Designee shall have the power to act. Any such actions shall be reported to the Board at the next meeting.

Legal References

1. [TCA 49-2-207\(a\)](#)

Cross References

Role of the Board of Education 1.101
Agendas 1.403
Administrative Procedures 1.601
