

ADOPTION OF POLICIES

Within the provisions of the laws of New York State, the Board of Education serves as the elected representative body responsible for the operation of schools in the local school district.

The school board functions in regularly scheduled and special meetings as a planning, decision-making and policy-making group. The responsibility for administration of the district, under the direction of the Board of Education, is left to the superintendent of schools. In so far as possible, direction is given to administration and schools by adoption by the school board of formal statements. These formal statements, policies, give the administration guidance and direction in specific areas.

Adoption of policies is the responsibility solely of the Board of Education. These policies serve as a guide for discretionary action by the school administration. Policies must be narrow enough to give clear guidance to the superintendent of schools as the school superintendent makes decisions, but must be broad enough to allow the superintendent of schools to use the school superintendent's own discretion in making decisions.

1. Whenever the superintendent of schools, individual members of the Board of Education, or the school board as a whole, recognize the need for policy adoption or change in a specific area, this intention will be first discussed by the Board of Education and the superintendent of schools.
2. Ordinarily the initial development of a new policy statement should be explored with the Board of Education in an effort to determine a consensus of perspective prior to final drafting. Upon delegation of the school board, the superintendent of schools will involve any and all staff members and resource personnel whom the school superintendent deems appropriate to prepare a draft policy for consideration by the Board of Education. This policy drafting will be accomplished with only the staff and community members involved and required.
3. A draft policy or policy change will be presented by the superintendent of schools at a regularly scheduled meeting of the Board of Education. Generally, the school board will take no formal action on the policy during the meeting at which it is originally presented. However, upon unanimous vote of the school board members present and voting, a resolution may be enacted adopting any such new or revised policies at the same meeting at which these were first presented. At all other times, and at a regularly scheduled meeting, the Board of Education may:
 - A. Adopt the policy as submitted;

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- B. Refer the policy back to the superintendent of schools for revisions suggested by the Board of Education;
- C. Set a public hearing for consideration of the policy;
- D. Refer the policy to counsel for a legal opinion;
- E. Table adoption or consideration of the policy for a later date.

In all cases, the submission of the draft policy and the fact of consideration of the policy will be acknowledged by notation in the official minutes of the Board of Education.

- 4. In the event of an emergency situation, the Board of Education, at its discretion, may waive any or all of the provisions of this policy.
- 5. An exception to Section 3 of this policy (first reading requirement) shall be the adoption of family eligibility criteria for free and reduced price meals and free milk for publication in Policy #3546.1 herein. The superintendent of schools may recommend, and the school board may pass, an authorizing resolution adjusting the gross annual incomes established by New York State to be used to determine eligibility for free and reduced price meals and free milk. The newly adopted table of gross annual incomes shall become effective immediately upon the passage of the school board resolution.

Policy Adopted:
January 18, 1971

Policy Revised:
March 15, 1971

Policy Revised:
October 16, 1977

Policy Revised:
December 16, 1991

Policy Revised:
September 28, 1998

Policy Reviewed:
November 22, 2021