

**MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963**

**POLICY**

**8103**

**POLICY ADOPTION, REVIEW, AND REVISION**

The Milford School District Board of Education is committed to governing the Milford School District through clearly written policies that reflect current law, best practices, and the values of the school community. The Board shall adopt all policies through a formal process that ensures public accountability, legal compliance, and stakeholder input. To maintain effective governance and ensure compliance with federal, state, and local laws and regulations, the Board shall engage in a continuous process of policy review and evaluation.

**Policy Adoption Process:**

1. **Proposal and Drafting:**  
New policies or policy revisions may be proposed by a Board member, the Superintendent, district administrators, legal counsel, or through stakeholder input. The Superintendent or designee shall research the proposal, prepare a draft, and submit it to the Board Policy Committee for review.
2. **Legal and Administrative Review:**  
All proposed policies shall be reviewed by appropriate administrative staff. Legal counsel shall review any policy with potential legal implications to ensure compliance with state and federal laws and regulations.
3. **First Reading:**  
The proposed policy shall be presented to the full Board for a first reading during a regularly scheduled public Board meeting. No action will be taken at this stage unless an emergency or time-sensitive issue requires immediate adoption.
4. **Public Input:**  
Between the first and second readings, the policy shall be made available for public review and comment. The Board encourages stakeholders to submit written or oral feedback.
5. **Second Reading and Adoption:**  
The proposed policy, incorporating any revisions, shall be presented for a second reading and adoption at a subsequent public meeting. A majority vote of the Board is required for adoption.
6. **Emergency Adoption:**  
In circumstances requiring immediate policy action, the Board may adopt a policy on first reading by a two-thirds vote. Such policies shall be reviewed through the standard process as soon as practical.

### Policy Review Schedule:

1. Comprehensive Review Cycle:

The Board shall review each policy at least once every five years, or more frequently as necessary. A review calendar shall be maintained by the Superintendent or designee, ensuring all policies are systematically evaluated within the established timeframe.

2. Trigger-Based Review:

Policies shall also be reviewed and revised when:

- a. Changes occur in applicable laws or regulations.
- b. Judicial rulings or administrative decisions require modifications.
- c. The Board or Superintendent identifies operational or programmatic changes necessitating policy updates.
- d. Concerns or suggestions are raised by stakeholders, staff, or community members warranting policy reevaluation.

### Evaluation and Revision Process:

1. Initial Review:

The Superintendent or designee shall conduct the initial review of policies and recommend revisions to the Board Policy Committee.

2. Board Policy Committee:

The Committee shall review proposed revisions with the opportunity to provide feedback and/or suggested changes prior to the presentation to the full Board.

3. Board Adoption:

Policy revisions or new policies shall be considered by the full Board in accordance with procedures outlined in this policy.

### Publication and Dissemination:

Adopted policies shall be published on the district's website and made available in printed format upon request. Staff and stakeholders will be notified of changes that significantly impact operations or responsibilities.

### Maintenance and Codification:

The Superintendent or designee is responsible for maintaining an up-to-date policy manual, ensuring all adopted policies are organized, indexed, and accessible. Each policy shall include an adoption date and revision history.

ADOPTED: 9/22/25

AMENDED:

NEXT REVIEW DUE: September 2030