

( ) Required  
(X) Local  
(X) Notice

### **Policy Development, Adoption, Dissemination, Implementation and Evaluation**

The Board of Education recognizes that the adoption of written policies constitutes the method by which the Board exercises its leadership in the operation of the district. Policies may be proposed for adoption, change, or repeal at any regular or special Board meeting, by any member of the school community. The Board delegates to the Superintendent of Schools the responsibility and authority to establish any and all rules, regulations, and/or procedures necessary to implement and maintain its policies.

The Board directs the Superintendent of Schools to bring to its attention any policy areas in need of revision or new development. The Board shall review the entire manual at least once every three years to ensure that the manual is up-to-date. The Board shall note those policies which must be reviewed even more frequently (e.g., student conduct and discipline, investments and purchasing, which must be reviewed annually).

The District shall maintain a digital policy manual including administrative regulations on its website. The policies maintained on the website shall take precedence over all previous manuals and shall be accessible online. District policies shall be made available to all students, staff, residents, and the community on the District's website, [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net). Additionally, the District shall disseminate and distribute policies to appropriate individuals as required by law.

Accordingly, the Superintendent is directed to initiate a program of Board policy revision to include the following items:

1. periodic review and evaluation of all current Board policy;
2. preparation of additional policies as needed;
3. consultation with district staff and community members on an advisory basis per 2410 E attached; and
4. presentation of proposed policy in draft form to the Board for consideration prior to action.

No official Board vote shall take place on a policy adoption, change, or repeal at the meeting during which it is first presented to the Board for consideration, unless a majority of the Board determines that it is necessary to do otherwise.

To adopt, change, or repeal a policy requires a majority vote of the entire Board.

The Board can by resolution upon the majorities determination, suspend the normal policy adoption process which requires a first reading and vote to approve after said meeting.

The formal adoption of policies shall be recorded in Board minutes. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Every Board and staff member shall have access to the Board Policy Manual.

WHEREAS, the Board of Education of the Hewlett-Woodmere UFSD hereby determines it necessary to amend Policy # \_\_\_\_\_ entitled \_\_\_\_\_ after one reading to ensure that such policy has been adopted and is in place as soon as is reasonably practicable.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby suspends the requirement of Board Policy #2410 which requires two readings prior to adoption for the purpose of adopting Board Policy # \_\_\_\_\_ entitled \_\_\_\_\_; and

BE IT FURTHER RESOLVED that the Board of Education hereby adopts Policy # \_\_\_\_\_ entitled \_\_\_\_\_, effective immediately.

#### Policy Adoption Process

Policy Committee – Initial Review

BOE Work Meeting – Initial Review

Send policies to stakeholders for review

Policy Committee – Final Review

BOE Work Meeting – Final Review

BOE Regular Meeting – Approval

Annual policies, brand new policies and if there is a question about a policy, are sent to the attorney.

Ref: Education Law §§1604(a); 1709(1); 1804

**Adopted: 6/10/99**

**Approved: 12/21/22, 1/21/26**

**POLICY AND REGULATION CONSULTATION PROCESS SCHEDULE**

Policy /Regulation Title\_\_\_\_\_

No. \_\_\_\_\_

| <u>Presented to:</u>                                                                                                                                            | <u>Date Sent</u> | <u>Return Date</u> | <u>Response<br/>Received</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------------------|
| Board Policy Committee                                                                                                                                          | _____            | _____              | _____                        |
| District Leadership Team                                                                                                                                        | _____            | _____              | _____                        |
| 6 Union Associations<br>(HWFA, HWASA, UPSEU-Clerical,<br>UPSEU II, UPSEU – Custodians,<br>Buildings & Grounds, and Food<br>Service, UPSEU-Computer Technicians) | _____            | _____              | _____                        |
| HS Student Council                                                                                                                                              | _____            | _____              | _____                        |
| Central Council PTA                                                                                                                                             | _____            | _____              | _____                        |
| Other _____                                                                                                                                                     | _____            | _____              | _____                        |
| Superintendent sends<br>to Board members for<br>review at work meeting _____                                                                                    | _____            | _____              |                              |
| Superintendent for<br>Board adoption                                                                                                                            | _____            | _____              | _____                        |
| Adopted: _____                                                                                                                                                  |                  |                    |                              |

**Adopted: 6/10/99****Approved: 12/21/22**