

## BOARD POLICY DEVELOPMENT

The Indian River Board of Education will ensure that the district operates in an effective and consistent manner through the development and adoption of official policies. These policies are to be interpreted in the context of Delaware Code, the regulations of the State Board of Education, and all other regulatory agencies within government.

1. The adoption of policy is a function reserved only to the Board.
2. The Board will normally adopt a policy after a first reading has been held at a previous meeting. However, the Board may vote to adopt, revise or rescind policies at a single meeting when prompt action is deemed to be in the best interest of the school district.

### Definitions

In the development of official policies, the following definitions will apply:

1. Policy: The official, recorded, School Board statement of general principles relative to school programs and management.
2. Regulations: The recorded means, processes, detailed directions, and/or conditions whereby School Board policies are to be translated into specific district-wide practice.
3. Exhibits: Examples of forms, schedules, standard practices, publications, or other reference documents related to the implementation of the policies of the district.

### Policy Development

Board policies will be developed according to the following guidelines:

1. The need for policy is communicated to the Board. If the Board agrees that such a need exists, it directs the Board Policy Committee (\*) to draft a proposed policy.
2. The Board Policy Committee researches past practices, policies, procedures, and the law and drafts a proposed policy.
3. The Board Policy Committee submits the proposed policy to the Board for a first reading. The Board suggests desired changes and may invite public input on the proposal.
4. The Board Policy Committee incorporates desired changes into a final policy and submits it to the Board for consideration.

5. The Board makes modifications, if necessary, and adopts or rejects the final proposal. The Board directs the Superintendent to prepare any necessary regulations to implement the policy.
6. The Superintendent has the policy distributed to all holders of a Policy Manual and to others who would be affected.
7. The Superintendent writes and disseminates any regulations necessary to interpret or implement the Board's policy, and/or the Superintendent takes other follow-up action as directed by the Board.
8. The Board Policy Committee Chair will be appointed each July by the incoming Board President.

#### Regulation Development

1. The responsibility for the development of administrative regulations to implement Board policy shall lie with the Superintendent of Schools.
2. The Superintendent will seek Board approval for those regulations they deem appropriate for such approval.
3. Each regulation shall include an effective date upon which the regulation will be in force.
4. All district regulations are to be distributed to Board members and other appropriate personnel upon request.

Adopted 12/21/87  
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