

1004 - Policy Development

1. Purpose

- 1.1. The development of policy to provide effective direction for the operation of the Upshur County Schools is one of the most important functions of the Upshur County Board of Education. Effective policy, developed by the elected members of the Board of education, is the embodiment of the views of the community and serves as the operational basis for the administration of the school system. Effective policy allows for latitude in administrative interpretation to meet the needs of individual circumstances relevant to such policy.

2. Responsibility

- 2.1. The Superintendent shall ensure that policies of the Upshur County Board of Education are implemented. It is also the responsibility of the Superintendent, with the involvement of other constituents of the Upshur County Schools, to develop guidelines that ensure the effective implementation of policy.
- 2.2. The Upshur County Board of Education, as a policy-making body, must be involved in policy development from its inception. Any constituent of the Upshur County Board of Education may suggest the need for a policy regarding a particular subject. Such a suggestion should be made to the Superintendent or a member of the Board of Education. The Board will then decide whether the need exists for a policy concerning the subject. If the Board determines that a policy is needed, it will decide the method whereby a policy will be prepared for its consideration.

3. Policy Adoption

- 3.1. Policies shall be introduced and/or recommended to the Board at one meeting. The proposed policy shall be placed on comment period. At a second meeting of the Board, the policy and public comments shall be discussed. Amendments may be considered at the second meeting. At the third regular Board meeting, the proposed policy, as amended or standing, shall be read a third time, discussed, and voted upon.
- 3.2. During discussion of a proposed policy, views of the citizens, employees, and students shall be considered, and the Board may schedule public comment or hold public hearings prior to the second and third meeting at which the proposed policy is listed on the Board's meeting agenda. Citizens, employees, and students may suggest amendments, but only Board members may propose amendments. A proposed amendment will not necessitate the policy to undergo an additional reading, except as the Board shall determine.
- 3.3. The Board shall also have the exclusive right to amend any existing Board policy. Proposed amendments to existing policy shall be treated in the same manner as prescribed for adoption of new policies.
- 3.4. A majority vote of the Board membership shall be required to enact new policy or make policy changes, except as may be required by statutes or Robert's Rules of Order, Revised Edition. If the Board discovers that it is consistently taking action on matters not covered by specific policy, or that it is taking action having the effect of policy, the Board, utilizing the procedure contained herein, may incorporate such action(s) into a specific written policy.
- 3.5. Revision of existing policies, which are necessitated because of changes due to state or federal adoption and/or compliances may be adopted upon first reading.

4. The Dissemination and Effect of Board Policies

4.1. Binding Effect:

4.1.1.The Board's members, its Superintendent, and its employees are expected to know and observe all of the Board's policies.

4.2. Policy Manual:

4.2.1.The Superintendent shall be responsible for maintaining a manual containing all of the Board's written policies. From and after the date of this policy, the manual shall indicate the date of the Board's action approving each policy or modification of policy. If the effective date of a policy or modification was not also the date of its approval, the manual shall so indicate.

4.3. Dissemination:

4.3.1.The Superintendent shall establish and maintain an orderly system for making all of the Board's policies accessible to the Board's members, the Board's employees, students of the county's public schools, the county's faculty senates, and the county's local school improvement councils. The Superintendent shall also maintain a system for making the Board's policies available to the parents, guardians, and custodians of the Board's students, and to residents of the county. The Board's policies are public records, open for inspection at the Board's office.

5. The Review of Board Policies

5.1. Outdated, Unnecessary, and Ineffective Policies:

5.1.1.After a period of three years from the date of the Board's approval or last modification of a policy, the Superintendent shall notify the Board if the policy is out of date, seems unnecessary, or has proven ineffective, or whether it is in need of modification or repeal for any other reason. This paragraph shall not apply to the review of this policy, Policy Process, which shall be reviewed under 5.3, below.

5.2. Review As Needed:

5.2.1.Nothing in 5.1, above, shall be construed to prohibit the Superintendent from alerting the Board to more urgent reasons to modify, or repeal policy, especially when action is necessary to reflect changes in applicable state or federal law.

5.3. This Policy:

5.3.1.The Board shall review the operation of this policy at least every three years.

6. Miscellaneous

6.1. Urgencies Requiring Immediate Action:

6.1.1.The Board may dispense with any and all of the procedures of this policy when, by vote in open session, the Board in its sole discretion determines that it should expedite the process to

meet urgent conditions. However, in such case, the approval, modification, or repeal of a policy shall be considered temporary only, and the procedures of this policy shall be followed in due course in order for the action to have permanent effect.

6.2. Effective Date of Board Policies:

6.2.1. Unless otherwise clearly indicated in a policy or by the Board's action approving, modifying, or repealing a policy, each policy, modification of policy, and repeal shall take effect upon the date of final Board action under Section 3 above.

6.3. Duration of Board Policies:

6.3.1. Unless otherwise clearly indicated in the policy or by the Board's action approving or modifying a policy, each policy and modification of policy shall continue from year to year until and unless changed or repealed by the Board.

6.4. Conflicts with State or Federal Law:

6.4.1. In the event of a conflict between a policy of the Board, on the one hand, and the requirements of state or federal law, on the other, the requirements of state or federal law shall prevail, and the conflicting provisions of this policy shall be considered null and void without further action by the Board.

6.5. Effective Date:

6.5.1. This policy shall take effect upon its enactment by the Board. The date of enactment is indicated below.

7. Authority

7.1 Legal Reference: West Virginia Code §18-5-1

8. Adoption

Revised 10/14/14; 4/24/12; 10/12/99