

## POLICY DEVELOPMENT, ADOPTION AND DISSEMINATION

The Board of Education is the policy making body of McDowell County Schools. The adoption of written policies is the basic method whereby the Board expresses its leadership of operation of the county school system.

The Board shall have the authority to adopt, revise, and repeal policies as set forth in these guidelines. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written policies which have been adopted according to existing procedures and which have been properly recorded in the Board's minutes shall have the force and effect of and be regard as official Board policies. All policies are in effect prior to the enactment of these procedures shall remain in effect unless revised or repealed as set forth herein.

### POLICY PROPOSALS

The Board of Education shall have the authority to move the adoption of new policies or the revised/deletion of existing policies at any regular or special meeting of the Board. Policy proposals may originate with the Board members; the Superintendent; Board guardian, or custodian; any student of the county's public, or any such student's parent, guardian or custodian; any resident of the county; any of the county's faculty senates; any of the county's local school improvement councils; consultant/s hired by the Board; committees appointed by the Board; or any government official or agency which monitor's the county's public schools.

All initial proposals shall be made in writing to the Superintendent. Within forty-five (45) days, the Superintendent shall forward a copy to the proposal to all Board members. Once a policy proposal has been forwarded to Board members, there is no requirement than any Board member makes a motion concerning the proposal or that the Board takes action to the proposal.

### PUBLIC COMMENT

Before a new or revised policy will be placed on the Board's agenda for consideration of placement on the public comment, the Superintendent must be satisfied that the new or revised policy is grammatically correct and consistent in style with related polices, and that it is properly titles and coded in accordance with the Board's policy classification system.

All policy proposals to be considered for adoption by the Board shall be placed on public comment by the Board of Education at a properly noticed regular or special meeting of the Board. The agenda for the meeting must reflect that the proposed policy will be considered for placement on public comment and must state where a copy of that proposed policy may be reviewed by interested parties. Copies of all policy proposals placed on the public comment by the Board shall be distributed to each school and or work site within three (3) working days. The Board shall take no further action upon such policy proposals until the next regular or special meeting held after the conclusion of the public comment period.

After a policy proposal is placed on public comment and for the three (3) weeks thereafter, the Superintendent shall accept written comments on the policy proposal. The Superintendent shall prepare for distribution to the Board a summary of all written proposals on public comment again.

In response to comments received regarding a policy proposal, the Board may move to amend the proposal. If the motion to amend the policy proposal is passed by the Board and the amendments substantially alter the original proposal, the Board shall place the proposal on public comment again.

If either no amendment or only minor amendments are made to the proposal, the Board shall consider the adoption of the policy proposal no earlier than the first properly noticed regular or special meeting held after the conclusion of the public comment period.

**DISSEMINATION AND EFFECT OF POLICIES**

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

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

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, guardian, and custodians of the Board's students, and to reside of the county. The Board's policies are public records open for inspection at the Board's offices and online via the McDowell County Schools website.

**EMERGENCY WAIVER OF PROCEDURES**

In emergency situations, the Board may waive any of the requirements of these procedures and take immediate action on a policy if it is determined that a delay would constitute a substantial and/or irreparable detriment to the school system. A statement of the determination and the absence of any other alternative curative action shall be included in any motion to waive these procedures. However, in such a case the approval, modification, or repeal of a policy shall be considered to be temporary only. The procedure of this policy shall be followed in due course in order for the action to have permanent effect.

Modification of the policy development and adoption procedures and approval process shall be required in the event of a State intervention, pursuant to West Virginia code 18-2E-5, for those policies dealing with any areas for which the authority of the county has been limited by the State.

**EFFECTIVE DATE AND DURATION**

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 approving the policy, modification of policy, or repeal.

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

In the event of a conflict between a policy of the Board and a requirement of State law and/or policy of federal law, the requirements of state law and/or policy of federal law shall prevail and the conflicting provision of the local policy shall be considered null and void without further action by the Board.

Adoption Date: July 30, 2003  
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