

Hardeman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date: 10/07/10
		Rescinds: 1.600	Issued: 04/18/03

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. Any interested
2 party shall be given an opportunity to be heard on the proposal. The Board's approval of the proposal
3 or return for study and/or further revision shall constitute the first reading.

4
5 The proposed policy or policy amendment shall be considered at the next board meeting with the final
6 vote following the second reading. Adoption shall require an affirmative vote by a majority of the mem-
7 bers of the Board and each vote will contain a future date for reporting the effectiveness of the policy.

8
9 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed
10 in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a
11 specific effective date is provided, and shall supersede any previous Board action on the subject.

12 **POLICY MAINTENANCE**

13
14
15 The director of schools shall be responsible for drafting policy proposals, maintaining the *Board Policy*
16 *Manual* and serving as liaison between the Board and the Tennessee School Boards Association. At least
17 biennially, on even years, the Board shall review its policy manual for the purpose of passing, revising
18 or deleting policies mandated by changing conditions. ¹ In order that the policy manual remain current,
19 the Board may contract annually for TSBA's policy maintenance service.

20
21 Policies shall be accessible to all employees of the school system, members of the Board, and citizens
22 of the community.¹ All policy manuals shall remain the property of the Board and are subject to recall
23 any time deemed necessary by the director of schools.

24 **EMERGENCY PROCEDURE**

25
26
27 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
28 Board may waive the second reading limitation and take immediate action to adopt new or revised
29 policies.

30 **SUSPENSION OF POLICIES**

31
32
33 Any board policy or part thereof may be suspended by an affirmative vote by a majority of the members
34 of the Board.

35 **ADMINISTRATION IN POLICY ABSENCE**

36
37
38 In cases where the Board has provided no guidelines for administrative action, the director of schools
39 shall have the power to act, but report to the Board at its next meeting.

40
41
Legal Reference:
1. TCA 49-2-207

Cross References:
Role of the Board of Education 1.101
Agendas 1.403