

# Kingsport City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Policy Development and Adoption</b>	Descriptor Code: <b>1.600</b>	Issued Date: <b>10/03/17</b>
		Rescinds: <b>1.600</b>	Issued: <b>05/02/13</b>

1 The Board of Education exercises its governing authority through the adoption of policy. Policy embodies the  
2 Board's guiding principles and expresses its desired outcomes, in accord with state and federal guidelines.  
3 The chief purpose of policy-making is to provide affirmative yet flexible direction to the administration in  
4 fulfilling its duty to achieve the goals of the system as established by the Board.  
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## 6 **STEPS IN POLICY DEVELOPMENT**

7 There generally are eight steps to the policy-development process:

- 8 • Identification of need for new or revised policy.
- 9 • Written definition of the issues and discussion of alternative courses of action.
- 10 • Drafting explicit policy language.
- 11 • Board review of and written comment on the first draft.
- 12 • Distribution of second draft policy language for community review and comment. Board consideration  
13 of a first reading of the proposed policy, with opportunity for community input.
- 14 • Board adoption of policy at a second reading.
- 15 • Distribution of enacted policy by the Superintendent of Schools.

## 16 **POLICY DRAFTING**

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19 The Superintendent shall prepare the draft text of proposed policy and shall ensure that draft language does  
20 not conflict with policies adopted by the Board. In addition, the Superintendent shall publish draft policies  
21 for review and comment by staff, students and the community.  
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## 23 **POLICY ADOPTION OR AMENDMENT**

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25 A proposed new policy or policy amendment shall be submitted with the Superintendent's recommendation  
26 to the Board as a resolution for its first reading at a regular meeting. The Board shall consider the adoption  
27 of a policy or a policy amendment after the second reading at the subsequent regular meeting. A majority  
28 vote of the Board is required to adopt a policy or amendment after the second reading. By a majority vote,  
29 the Board may dispense with the second reading and consider adoption upon the first reading. Without  
30 advance notice, a two- thirds vote is required to adopt a policy or a policy amendment following the first  
31 reading.  
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## 33 **POLICY DISSEMINATION**

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35 Upon approval of a policy by the Board, the Superintendent shall publish and distribute the new policy or  
36 amendment. The Superintendent shall require the prompt updating of all policy manuals; updated  
37 and accurate manuals shall be accessible to members of the Board, all employees of the system and citizens  
38 of the community. An updated manual shall be maintained on the system's web site.  
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**POLICY REVIEW AND RENEWAL**

By resolution, the Board shall renew its policies biennially. In preparation for the renewal, the Superintendent shall regularly review each adopted policy.

**REVIEW OF ADMINISTRATIVE RULES**

The Board shall not make regulations unless required by law or petitioned by the Superintendent. Adoption, amendment, rescission, and suspension of regulations shall be by the same procedure as that specified for policy. Such regulations shall be incorporated into the policy manual. In conformance with its governing authority, the Board may review and veto administrative regulations that the public body deems to be inconsistent with its adopted policies.

**ADMINISTRATION IN POLICY ABSENCE**

In the event that Board policy is silent, the Superintendent shall have the authority to act at his/her discretion, subject to Board review. The Superintendent shall promptly inform the Board of all actions and commence the policy development process as detailed in section A.

**SUSPENSION AND NULLIFICATION OF POLICIES**

Suspension of any policy shall require a majority of the membership of the Board.

Any policy found inconsistent with local, state or federal law shall be null and void.

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Legal Reference  
TCA 49-2-202(g)  
TCA 49-2-207  
TCA 49-2-301  
Roberts Rules of Order

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Cross Reference  
School Board Legal Status and Authority 1.100  
Agendas 1.403