

Monroe County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date: 08/09/12
		Rescinds: 1.600, 1.601	Issued: 04/03/03

1 The Monroe County Board of Education approves and validates all Policies for the operation of the Local
2 Education Agency. Recognizing the importance of policy to citizens of the community and employees,
3 the director shall appoint a Policy Advisory Committee comprised of citizens and school personnel.
4 This committee shall be charged to review new policy and current policy adjustments and make recom-
5 mendations to the Board of Education.
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7 A proposed policy or policy change shall be submitted to the Board as part of the agenda. Any interested
8 party shall be given an opportunity to be heard on the proposal. The Board's approval of the proposal
9 or return for study and/or further revision shall constitute the first reading.
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11 The proposed policy or policy amendment shall be considered at the next board meeting with the final
12 vote following the second reading. Adoption shall require an affirmative vote by a majority of the mem-
13 bers of the Board and each vote will contain a future date for reporting the effectiveness of the policy.
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15 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed
16 in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a
17 specific effective date is provided, and shall supersede any previous Board action on the subject.
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19 **POLICY MAINTENANCE**

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21 The director of schools shall be responsible for drafting policy proposals, maintaining the Board Policy
22 Manual and serving as liaison between the Board and the Tennessee School Boards Association. At
23 least biennially, the Board shall review its policy manual for the purpose of passing, revising or deleting
24 policies mandated by changing conditions. In order that the policy manual remain current, the Board
25 may contract annually for TSBA's policy maintenance service.
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27 Policies shall be accessible to all employees of the school system, members of the Board, and citizens
28 of the community.¹ All policy manuals shall remain the property of the Board and are subject to recall
29 any time deemed necessary by the director of schools.
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31 **EMERGENCY ACTION**

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33 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
34 Board may waive the second reading limitation and take immediate action to adopt new or revised
35 policies.
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37 **SUSPENSION OF POLICIES**

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39 Any board policy or part thereof may be suspended by an affirmative vote by a majority of the members
40 of the Board.
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ADMINISTRATIVE PROCEEDURES

The director of schools is responsible for implementing board policies and for interpreting them to staff, students and the public.

The director of schools, in consultation with principals, staff members, and other persons and groups as appropriate to the topic, will develop administrative procedures as necessary to implement board policies or for the items deemed necessary for the efficient operation of the schools.

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

DISSEMINATION

The director of schools is directed to establish and maintain an orderly plan for preserving and making accessible to all employees the policies and administrative procedures of Monroe County.