

## School Board

### Board Policy Development

The Board of Education will develop policies that provide the framework for the operation of District 204.

The formulation and adoption of written policies is the basic method by which the Board exercises its leadership. A "policy" is a statement adopted by the School Board to provide general guidance on a specific topic that is implemented by administrative action or procedures. The primary function of the Superintendent and staff is to administer those policies.

Policy development and review in District 204 will be an ongoing process. From time to time, the Board may add, delete, or modify its policies. When that occurs, the new policy will take effect as of the date of its adoption.

The formal adoption of policies -- by roll-call vote -- will be recorded in the minutes of the Board. Only those written statements so adopted and recorded will be regarded as official Board policy.

### Preliminary Development

Most policies will be developed by the Superintendent and his or her staff in conjunction with the Board's Policy Committee. However, any School Board member, the Superintendent, members of the teaching staff, other District employees, or any District citizen may propose new policies or changes to existing policies. Suggestions from staff members or organizations are processed through regular administrative channels and those suggested by the public will be processed through the Superintendent's office. All proposals will be submitted in writing to the Superintendent and then forwarded to the Board's Policy Committee.

The Superintendent or a designee is responsible for: (1) notifying those who will be affected by a proposed policy and obtaining their advice and suggestions, and (2) drafting policy recommendations into acceptable written form for further deliberation and/or action by the School Board. The Superintendent will seek the counsel of the school attorney when there may be a legal question or of proper legal procedure in a policy's development.

### Policy Adoption

Before policies can be officially adopted, they must have a first reading at one regularly scheduled Board meeting, followed by discussion and a motion for adoption at another regularly scheduled Board meeting -- not less than thirty (30) days after the first reading. However, in cases of extreme emergency, the Board may dispense with a first reading and

adopt the policy immediately.

Policy Dissemination

Board policies are available for public inspection in the District Administrative Office during regular office hours. Requests for copies can be made under the District's Access to Public Records Policy.

The Superintendent will be responsible for distributing adopted policies to all administrative units of the District. The Superintendent also will seek to have new policies published in local newspapers when so requested by the Board.

Administration in Absence of Policy

In the absence of Board policy, the Superintendent is authorized to take appropriate administrative action, but will promptly inform the Board.

Suspension of Policies

The execution of any Board policy not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

Policy Review and Evaluation

The Board will periodically evaluate the execution and results of its policies and consider whether any modifications are required. The Superintendent will call the Board's attention to policies that are in need of revision.

Changes in Administrative Procedures

The Superintendent will notify and provide a copy to the School Board of any new or modified administrative procedures that are included in the policy manual. However, the Board retains the right to direct the Superintendent to make changes.

LEGAL REF.: Illinois School Code, Sec. 10-20.5 (105 ILCS 5/10-20.5); and  
23 Ill.Admin.Code §1.210.

CROSS REF.: 315

Adopted: 12/13/00