

BOARD POLICY DEVELOPMENT AND DISSEMINATION

Policy Development

The development of sound educational policies is one of the primary duties of the Board of Education, a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent of Schools and his/her staff.

Proposals for new policies or revisions of current policies may be initiated in writing by anyone interested in or connected with the district and should be presented to the Superintendent or any member of the Board of Education for appropriate action. The Board of Education will adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final action:

- 1) First Meeting -- The proposal will be presented as a proposed policy with an intention to adopt
- 2) Second Meeting -- The proposal will be presented for a second reading, discussion and for action to either adopt or revise.
- 3) A policy revision may be presented and approved at the same meeting.

During discussion of a policy proposal the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable. Under unusual circumstances the Board may temporarily approve a policy to meet emergency conditions; however, the above procedure is required before the policy will be considered permanent.

POLICY DISSEMINATION

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board.

Policy manuals and copies of new and changed policies shall be distributed to all members of the Board of Education and school administrators, and shall be made available to the staff, students, and general public. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the Board and will

be considered as "on loan" to anyone or any organization in whose possession they might be at any time.

The Board's policy manual will be considered a public record and will be open for inspection at the Board offices, at the administrative offices of its schools, and at the office of the Town Clerk.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of education to prescribe rules, policies, and procedures.

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