

POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION, AND REVIEW

Policy Development and Adoption

The Board of Education (the Board) of the Bethlehem Central School District (the District) considers policy development one of its chief functions, along with providing the required resources such as personnel, buildings, materials, and equipment for the successful administration, application, and execution of its policies.

Policies are the principles adopted by the Board to chart a course of action. They tell what is wanted; they may include statements addressing why and how much. Policies should be broad enough to indicate a line of action to be followed by administration in meeting a number of problems, and narrow enough to give clear guidance. Policies are guides for action by the administration, who then set the rules and regulations to provide specific directions to District personnel.

Board policies will contain information describing, in general terms, the requirements as to time, organization, personnel, and programs for the operation of the District. Policies may be proposed for adoption, change, or repeal at any regular or special Board meeting, by the Board or the superintendent.

The Board shall not modify, amend, revise, suspend, or revoke an existing policy, or promulgate and implement a new policy without first presenting the same at two consecutive public meetings where it is included as a regular agenda item.

However, by a majority vote, the Board may at any time take actions on a temporary basis with or without prior notice as the Board deems appropriate. This includes actions relating to the rules and regulations implementing a policy. Such temporary action shall not remain in effect beyond the second regular meeting of the Board subsequent thereto, unless ratified in accordance with this policy. Nothing shall prevent the Board from modifying or revising a proposed policy or policy change prior to its final adoption without the need to extend the required number of meetings where the policy is considered.

The formal adoption of policies shall be recorded in Board minutes. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Every Board and staff member shall have access to the Board Policy Manual.

Policy Review

The superintendent is directed to initiate a program of Board policy revision to include the following items:

1. periodic review and evaluation of all current Board policy;
2. preparation of additional policies as needed;
3. consultation with District staff and community members on an advisory basis; and
4. presentation of a proposed policy in draft form to the Board for consideration prior to action.

The superintendent will submit an annual report to the Board at a regularly scheduled meeting, acknowledging review of policies currently in force and his/her recommendations for

modifications and/or additions to such policies. Additional reviews may be initiated by the Board or the superintendent.

Policy Dissemination

Revisions to the Board Policy Manual will be distributed to all administrators, the officers of the Bethlehem Central Teachers Association, the Bethlehem Principals Association, and the Bethlehem Central United Employees Association.

Examination of the Policy Manual available to the public on the District website or a printed copy may be made available upon request.

Ref: Education Law §§1604(9); 1709(1); 1804
 8 NYCRR §100.2(1)(2)
 General Municipal Law, §§39; 104-b

Adoption date: June 19, 2002
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