



---

# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 2-240

*Page 1 of 2*

## **BOARD OF EDUCATION**

### **BOARD POLICY DEVELOPMENT**

The formulation and adoption of written policies is the basic method by which the Board of Education exercises its leadership. A “policy” is a statement adopted by the Board providing general guidance on a specific topic which can be implemented by administrative action or procedures.

#### **Preliminary Development**

Any Board member, the Superintendent, 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.

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

#### **Policy Adoption**

Policies or policy revisions will not be adopted at the Board meeting at which they are introduced. Further Board consideration will be given at a subsequent meeting(s). The Board may grant temporary approval to meet emergency conditions or special events which may occur before formal action can be taken.

#### **Policy Dissemination**

The Board policies are available for public inspection in the District Office during regular office hours.

**Administration in Policy Absence**

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

**Suspension of Policies**

The operation 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.

**Board Policy Review and Evaluation**

At least once every five years, the Board shall evaluate the execution and results of its policies and consider whether any modifications are required.

**Board Review of Administrative Procedures**

The Superintendent shall notify and provide a copy to the Board of any new or modified administrative procedures. The Board retains the right to direct the Superintendent to make changes.

**Legal Reference: 105 ILCS 5/10-20.5**

**Adopted: 6/23/94**

**Revised: 11/20/2006**