

**SCHOOL BOARD PROCESS AND PROCEDURE FOR PRESENTING  
POLICIES, REGULATIONS, AND/OR FORMS FOR ADOPTION, REVISION, AND/OR DELETION**

Policies

Policies provide guidelines for day to day operations and supervision of the school system. Policies are subject to change as conditions and/or circumstances may dictate.

It is the responsibility of the School Board to adopt, revise, and/or delete policies governing the school division. The power to enact policies cannot be delegated to an employee or agent, such as the Superintendent or a single member of the School Board. The final authority for adoption rests solely with the School Board.

Policies shall be presented to the School Board for approval of first and second readings on the Consent Agenda. However, the School Board shall have the authority to table policies for second or subsequent readings on a future Regular or Consent Agenda, or to table the policy indefinitely.

When a proposed action of the School Board affects existing policies, the related policies, regulations, and/or forms shall be referenced so that the effect of the new action will be clear.

Unless otherwise noted, policy adoptions, revisions, and/or deletions shall become effective upon approval by the School Board.

Regulations

Regulations provide procedures for implementing policies and practices. Regulations are subject to change as conditions and/or circumstances may dictate.

It is the responsibility of the Superintendent or Superintendent's designee to adopt, revise, and/or delete regulations.

Regulations shall be presented to the School Board as informational items on the Consent Agenda. When a proposed action of the School Board affects existing policies, the related policies, regulations, and/or forms shall be referenced so that the effect of the new action will be clear.

Forms

Forms are utilized for garnering information needed for the proper implementation and/or coordination of policies and/or regulations.

It is the responsibility of the Superintendent or Superintendent's designee to adopt, revise, and/or delete forms.

Forms shall be presented to the School Board as informational items on the Consent Agenda. When a proposed action of the School Board affects existing policies, the related policies, regulations, and/or forms shall be referenced so that the effect of the new action will be clear.

Administration

When policies, regulations, and/or forms are adopted, revised, and/or deleted, notification will be distributed via email to staff members for reference and implementation. The online Policy Manual will be updated accordingly.

Revisions Due to Typographical Errors

Policies, regulations, and/or forms that are updated due to typographical errors, shall be revised and posted to the online Policy Manual without presentation to the School Board.

**ADOPTED:** August 12, 2014

**REVISED:** September 4, 2014

**LEGAL REFERENCES:** Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-253.13:7.

Underwood v. Henry County School Board, 245 Va. 127, 427 S.E.2d 330, (1993).

**CROSS REFERENCES:** BFC Policy Adoption  
CH Policy Implementation