

## Bylaws of the Board

### Formulation, Adoption, Amendment of Policies

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
  - A. Board of Education Members
  - B. Superintendent
  - C. Statute
  - D. Matters of law
  - E. Citizens
  - F. Students
3. The Superintendent may prepare a draft policy statement for consideration and for the development by the Board of Education or its Policy Committee.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration by, and the recommendation of, the Board of Education Policy Committee and then after subsequent consideration by the Board of Education at a regular meeting of the Board. The Board of Education agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for consideration by the Board of Education, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the Board of Education's consideration of the policy prior to adoption.

9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

### **Policy Dissemination**

The Superintendent is directed to establish and maintain an orderly plan for making pertinent policies of the Board known to staff members, students, and others affected by them.

The Superintendent shall arrange to disseminate to staff members all new policies that affect them and their work and shall also provide easy accessibility to an up-to-date policy collection for all employees of the school system and members of the Board.

The Board's policy manual shall be considered a public record and shall be open for inspection at the Board offices.

Adopted by the Board: December 7, 1998  
Bylaw revised: June 15, 2009  
Bylaw revised: January 30, 2017

STAFFORD PUBLIC SCHOOLS  
Stafford Springs, Connecticut