

SECTION: INTERNAL BOARD  
POLICIES

TITLE: Methods of Operation:  
Adoption of Policies

ADOPTED: 2/24/98  
RE-ADOPTED: 4/28/08;6/19/12

REVISED: 7/17/01; 5/25/04

# Oxford Area School District

## 8320. ADOPTION OF POLICIES

- A. All policies will initially be presented for consideration at an open work session of the Board of Directors.
- B. Proposed policies will be summarized at two successive regular Board meetings and further discussed if necessary.
- C. At a third successive regular meeting of the Board of School Directors, at least five (5) school directors voting for the acceptance of the policy shall cause its adoption.
- D. The effective date of the policy shall be the date of the regular monthly meeting at which it was adopted.
- E. Existing policies recommended for re-adoption in accordance with school district policy review policy are not subject to paragraphs B and C of this policy. The Board of Directors shall act to readopt existing policies at a regular public meeting no less than thirty (30) calendar days following the work session where the existing policies were recommended for re-adoption, allowing for adequate time for public comment on the policies being considered for re-adoption.
- F. The Superintendent of Schools shall develop procedures for the implementation of this policy and the proper production and distribution of all new and revised policies.

OXFORD AREA SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES

ADOPTION OF POLICIES

The following procedures regarding the production and distribution of newly adopted policies and revised policies shall be followed after adoption by the Board of Directors.

- A. After the Board officially adopts a policy it shall be prepared in the appropriate format as approved by the Board and duplicated for distribution.
- B. These newly adopted policies shall then be distributed to all holders of policy books.
  - 1. Each school board member
  - 2. Each administrator
  - 3. Each school library
  - 4. Oxford Area Education Association
  - 5. School district solicitor
  - 6. Oxford public library
- C. Upon receipt of copies of newly adopted policy, the principal of each school in the school district shall include the policy as a discussion item at the next general faculty meeting or announcement in the next principal's bulletin.
- D. The nature and complexity of the policy will determine the amount of discussion or the extent of the announcement. At times it should simply be announced that the new policy has been adopted and briefly summarize it. Other times the new policy should be discussed in detail.
- E. The business administrator is responsible for the announcement or discussion of policies with maintenance, custodial, secretarial, cafeteria personnel.
- F. All school district employees should have knowledge of all board policies so that policies can be implemented most effectively within the spirit under which they were originally adopted by the board.