

## SCHOOL BOARD GOVERNANCE AND OPERATIONS

### Formulation and Adoption of Policies and Regulations

The Prince William County School Board is responsible by law for the development, review, revision, and adoption of Divisionwide policies to guide the operation of the Prince William County Public Schools. The Prince William County School Board believes that public awareness of the policymaking process is highly desirable and that consideration should be given to the views of teachers, parents, and other concerned citizens in the development and implementation of school division policies.

Divisionwide policies may be recommended, or modifications to existing policies may be proposed, by members of the School Board, the Division Superintendent, and/or the School Board attorney (in limited cases where the adoption, deletion, or revision of a policy is required by law or other legal justification) and shall be adopted by the Prince William County School Board in open session. Adoption of a written policy shall occur only after the proposal of such policy has been placed on the agenda, discussed at two separate meetings (readings) of the School Board, and adopted by affirmative vote at the second meeting. A policy proposal may be amended at the second meeting or reading of the policy, only if such amended proposal has been submitted in writing to the appropriate staff member and the Vice-Chairman of the School Board as provided in Regulation 140-1, Formulation and Adoption of Policy and Regulations. However, by a two-thirds majority vote of those School Board members present and voting, the School Board may waive that filing requirement or may waive the second reading and may adopt a proposed policy at the first meeting.

The Division Superintendent shall advise the School Board regarding the development and adoption of written policies and shall draft administrative regulations to implement all policies of the School Board according to Regulation 140-1, Formulation and Adoption of Policy and Regulations. The Division Superintendent shall review all written policies on whatever periodic schedule he deems appropriate, but at least every five years, as required by law. Policies requiring only non-substantive editorial revisions, such as changes to the date a policy is last reviewed; to the title of persons, policies, or regulations referred to in a policy; to the employee responsible for the review and monitoring of a policy; or to legal authorities cited under a policy, are excepted from the procedures established in this Policy, but shall be reviewed by the School Board Attorney and presented to the School Board for information as soon as practicable.

Such written policies and regulations shall govern the conduct and affairs of the Prince William County Public Schools and shall be binding upon the members of the educational community and employees of the school division. However, in special or emergency circumstances where a waiver is in the best interest of the school division, the School Board has the authority to waive its written policies, and the Division Superintendent has the authority to waive written regulations.

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Formulation and Adoption of Policies and Regulations (continued)

The Superintendent (or designee) is responsible for implementing and monitoring this policy.

The Superintendent (or designee) is responsible for reviewing this policy in 2010.

Legal References:

Code of Virginia, §22.1-78, Bylaws and regulations.

Code of Virginia, §22.1-79, Powers and duties.

Code of Virginia, § 22.1-253.13:7, Standard 7, School Board Policies.

Adopted: October 21, 1992

Reviewed/Revised: July 19, 2007

THE COUNTY SCHOOL BOARD  
PRINCE WILLIAM COUNTY, VIRGINIA