

## **Policy Code: 2400 Board Policies**

The board of education reserves to itself the functions of developing and revising policies for the school district. The formation and adoption of policies will constitute the primary method through which the board exercises its leadership in the operation of the school district.

Board policy is applicable to all schools and programs within the school system unless (1) the board directs otherwise in an individual policy or (2) the board grants a school a waiver requested under policy 3430, School Improvement Plan.

### **Policy Development**

Any board member, individual or community members, students, or employees may initiate proposals for new policies or changes to existing policies. The initiator will refer the suggestions to the superintendent for study prior to public discussion of the proposal and board action.

### **Adoption of Policies**

Policies may be proposed for adoption, amendment, or repeal at any board meeting by any member of the board or by the superintendent. A request to place the proposed policy on the agenda must be made in accordance with board policy.

Policies introduced and recommended to the board will not be adopted until a subsequent meeting. Thus, time will be given to permit further study and also to give an opportunity for interested parties to react. However, temporary approval may be granted by the board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

During a discussion of a policy proposal, the views of the public, parents, students, and staff will be considered. Amendments may be proposed by board members. An amendment will not require that the policy go through an additional reading except as the board determines that the amendment needs further study and that an additional reading would be desirable. The board must adopt by majority vote, and the superintendent must record the policy adoption.

Unless otherwise specified by the board, a policy is effective as of the date it is adopted by the board.

No policy formally adopted by the board of education may be revised or rescinded except by a majority vote in accordance with policy 2342, Voting Methods.

### **Dissemination and Maintenance of Policies**

The superintendent is directed to establish and maintain an orderly plan to ensure that policies adopted by the board and any accompanying administrative procedures or memoranda are accessible to the public.

All policies adopted by the Board of Education will be maintained in a policy manual, which will constitute a public record and will be open for inspection at the Board of Education offices during regular office hours. In addition, the superintendent will ensure that all board members and employees have convenient access to copies of the policy manual.

All policy manuals distributed remain the property of the board and will be deemed to be "on loan" to any person or organization and are subject to recall at any time deemed necessary for purposes of amendment, rescission, or recodification.

### **Revision or Recission of Existing Policy**

The board may revise or rescind an existing policy only by majority vote. If a proposal to revise or rescind a policy is included in the published meeting agenda, the board may take action on the proposal at the board meeting. If, however, a proposal to revise or rescind a policy is presented at the board meeting as an addendum to the published agenda, the board will not take action on the proposal until a subsequent meeting, but this must be done in a timely fashion. (Reference 2410 from the NCSBA)

### **Policy Review and Evaluation**

The board assigns to the superintendent the responsibility of continued review and evaluation of the policies adopted by the board and of bringing to the board's attention the need for adopting, amending, updating, or rescinding any particular policy.

The superintendent has the authority to make technical and conforming changes to any existing policies necessitated by changes in state and federal law. Such changes are effective immediately, subject to ratification by the board at its next regular meeting. The superintendent will seek input from the board attorney, other professionals, school district personnel, parents, students, and community members, as appropriate in the development of proposed policies.

The superintendent is responsible for dissemination of updated, revised, and newly adopted policies to all holders of policy manuals and for recalling all manuals if necessary for updating or recodification.

### **Suspension of Board Policies**

The operation of any section or sections of board policies not established by law or contract may be suspended temporarily by a majority vote of board members present at a board meeting held in compliance with law and board policy.

Legal References: [G.S. 115C-36](#)

Cross References: Board Meeting Agenda (policy 2330), Voting Methods (policy 2342), School Improvement Plan (policy 3430), State Manual (Ref. policy 2410)

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**Chapel Hill-Carrboro Schools**