

Deleting Policies

Steps to Follow at Board of Education Meetings and After

Erie 1 BOCES
Policy Services

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Why Delete?

- Delete policies when they are no longer relevant (for example, a law or regulation that the policy was based on has changed, or community standards have changed).
- Policies can be deleted when the district changes and the policy no longer applies (for example, the district closes a school, making school-specific policies unnecessary).

Delete or Revise?

- Often, a revision is what is necessary and simple wording changes can make the policy applicable again.
- E1B sends suggested revisions to districts in Updates, Quarterly Revisions, and Audits.
- Deletions are sometimes necessary because wording has been merged into a new, more comprehensive policy.

How to Delete a Policy

- At a BOE meeting, policies to be considered should be included on the agenda.
- Policies to be deleted should also be included on the agenda.
- The BOE policy committee chair should present the list of policies to be deleted, with supporting information for the BOE to consider.

How to Delete a Policy

- BOE must vote to delete a policy. That vote must be included in the meeting minutes.
- Deleted policies must be removed from the Manual. Be sure to remove all paper and electronic copies. Check the website to be sure the policy has been deleted there also.
- Note the deletion date in the string of dates at the end of the policy.

Records Archives

- Deleted policies should be archived. A policy archive, within the District's records archive, should contain copies of all revised or deleted policies, filed by the dates the BOE took action.
- Policy archives will help the district establish what policy was in effect on any given day, which can be important in lawsuits, student discipline, etc.
- It may also be helpful to retain a record of revisions that have been made to a policy (in track changes, for example), so that the changes are easy to identify.

For More Information



Contact your policy coordinator at 716 821-7072. Our staff is always available to answer your policy questions. Feel free to contact your coordinator by phone or email. If you do not know your coordinator, call the number listed above and our staff will connect you.

