

POLICY DEVELOPMENT AND REVIEW

Adopted: March 24, 1997

Revised: February 27, 2017

Reviewed: June 24, 2019

I. PURPOSE

The School Board will develop and review written policies.

II. GENERAL STATEMENT OF POLICY

- A. Policies are guidelines directing the school system to fulfill its mission and operate in an effective, efficient and consistent manner. Policies should define the desire and intent of the School Board, which has jurisdiction to legislate policy for the school district with the force and effect of law.
- B. Approved policies are delegated to the administration of the schools for implementation. Procedures to implement and communicate policies will be developed by the administration and approved by the superintendent. Written policy statements will be maintained and modified as needed.

III. POLICY DEVELOPMENT

- A. Policies may be proposed by a School Board member, employee, student or resident of the school district. Proposed policies or ideas will be submitted to the superintendent for review.
- B. When a policy has been proposed, the School Board's policy committee and/or superintendent will determine one of the following three courses of action:
 - 1. That the proposal not be developed at this time.
 - 2. That the proposal be developed into a policy draft by the policy committee. The policy committee may direct the superintendent to review policy proposals and drafts with other administrative staff, legal counsel, and/or other interested staff members, committees or organizations.
 - 3. That the proposal is ready for School Board action according to proper procedures.

IV. POLICY ADOPTION

- A. Policy drafts will be submitted to the School Board for a series of three readings at regularly scheduled board meetings. The first two readings will be for purposes of

discussion and revision. School Board action will be taken at the third reading under the consent agenda unless more discussion is needed. Policies may be adopted by the School Board in less than three readings where there is a need for immediate action, if there is minimal change involved, or if the policy committee recommends fewer steps based on specific need.

- B. Policies as adopted by the School Board shall remain in effect until amended or rescinded by School Board action.

V. POLICY REVIEW

- A. The School Board Policy Committee shall be responsible for the review and revision of policies. Policies will be reviewed at least every four years. The most recent policy reviews and/or revision dates will be included on each policy.
- B. Procedures for consideration and adoption of revised policy shall be the same as for new policy.

VI. POLICY IMPLEMENTATION

- A. Policies will be made available to the general public through the administrative offices and/or through electronic access.
- B. When there is no School Board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent will advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.