

School Board

Development, Adoption and Implementation of Policies

I. Purpose

This policy emphasizes the importance of the policy-making role of the school board and provides the framework for regular review.

II. General Statement of Policy

Formal guidelines are necessary to ensure that the school district responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements is maintained and modified as needed and in accordance with this policy and applicable laws. Policies define the desire and intent of the school board.

III. Development of Policy

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law.
- B. The school board's written policies provide the basis for forming regulations by the administration.
- C. Policies may be proposed by a school board member, employee, student or community member. Proposed policies or ideas are submitted to the Board Policy Committee for review prior to possible placement on the school board agenda.

IV. Adoption of Policy

- A. The school board gives notice of proposed policy changes or adoption of new policies by placing the item on the agenda of at least two school board meetings: (1) discussion approval, and (2) final action approval. The proposal is available for the public to review and comment at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy will be approved by a simple majority vote of the school board at a subsequent meeting after the meeting where the proposed policy was approved for discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement

regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The emergency policy expires within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board has discretion to determine what constitutes an emergency situation.

- D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. Implementation of Policy

- A. The superintendent has the responsibility to implement school board policies, excluding those governing the school board. The superintendent will develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives are subject to annual review by the school board.
- B. Each school board member has access to the district's policies. The policies are accessible on the district's website. Policies will be made available to the public upon request.
- C. It is the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policies current.
- D. When no school board policy exists that provides 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 these 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.

VI. Policy Review Process

- A. The school board will review policies at least once every three years. The superintendent is responsible for developing a system of periodic review, addressing approximately one third of the policies annually (see Appendix I). In addition, the school board will review the following policies annually:
 - 410 Family Medical Leave
 - 413 Harassment and Violence
 - 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - 415 Mandated Reporting of Maltreatment of Vulnerable Adults

- 506 Student Discipline
 - 522 Student Sex Nondiscrimination
 - 634 Electronic Technologies Acceptable Use
- B. The review process will be the responsibility of a subcommittee appointed by the chair and the superintendent.
- C. The review process will include the following steps:
1. Complete an internal assessment – An assessment gaining input from the district (e.g., Policy Committee, administration, employees, public)
 2. Complete an external assessment – Gaining input from outside the district (e.g., MSBA, legal counsel, other school districts.)
 3. Develop recommended revisions, additions, deletions and/or further study proposals and present to the school board based on the completed assessments
- D. All district policies are subject to an individual review, and policies may be added or amended based on need or change in law.

Legal References:

Minn. Stat. §123B.02, Subd. 1 (School Boards Powers)

Minn. Stat. §123B.09, Subd. 1 (School District Powers)

Cross Reference:

Policy 305 (Policy Implementation)

Policy
 adopted: 4/16/07
 amended: 1/10/11
 amended: 9/26/11
 amended: 11/13/12
 revised: 8/13/18

INDEPENDENT SCHOOL DISTRICT 273
 Edina, Minnesota

Appendix I

POLICY REVIEW CYCLE

The four-year review cycle for 2018 to 2022 is as follows:

<u>Year</u>	<u>Area (Series Number)</u>
2018–2019	School District (100), School Board (200), Administration (300)
2019–2020	Students (500), Educational Programs (600)
2020–2021	Educational Programs (600), Personnel (400), Community Relations (900)
2021–2022	Personnel (400), Noninstructional Operations (700), Buildings and Sites (800)

Reviewed: 11/13/12

Revised: 02/24/14

Revised: 08/17/15

Revised: 08/13/18