

### POLICY DEVELOPMENT

The board reserves the function of providing policies to guide the actions of those to whom it delegates authority. These policies shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the most significant method by which the board shall exercise its leadership in the operation of the school system.

In formulating policies, the board shall adopt general principles and statements of intent. The superintendent of schools and professional staff shall take action subsequently. Application of such policies to individual problems and tasks is an administrative function to be performed by the superintendent of schools. The superintendent of schools shall, in turn, when necessary, or when directed by the board, prepare written administrative procedures to ensure the implementation of board policy.

The superintendent of schools, in cooperation with staff and the board, shall recommend new policies or revisions of existing policies. The board attorney may review all proposed policies before board consideration. Policies and/or revisions may be proposed by members of the board, groups, organizations, or citizens.

Specific policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the board in writing before a regularly scheduled board meeting. No policy amendment or revision shall be adopted unless it has been discussed and approved on first reading at a meeting before the adoption meeting. Temporary approval of a policy may be granted by the board to meet emergency conditions that would take place before formal adoption could be enacted.

The superintendent shall be responsible for policy book maintenance/distribution of all changes and additions. Editorial changes such as changes in spelling, grammar, code citations, and dates may be made, and the policies updated by the administration without the necessity of going through the formal policy revision process.

The policies of the corporation shall be reasonably available to all students, staff members, media, and the public. Copies of the policy and any changes or additions made shall be distributed and available for review as follows: Each board member, superintendent of schools, each Hiatt Administration Center administrator, each building principal and assistant principal, the president of each bargaining unit, and the corporation website.

The superintendent or designee will attempt to bring forth one-fourth of the board's policies for review each year, given the changing needs of the community and schools.

Board Adopted: July 10, 1978

Board Revised: April 24, 1995;  
December 8, 2003;  
June 9, 2008;  
May 12, 2025