## I. Purpose

The purpose of this policy is to outline the development, adoption, and implementation of the policy making role of the school board and provide the means for it to continue to be an ongoing effort.

## II. General Statement of Policy

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form sufficiently explicit to guide administrative action.

## 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 resident of the school district. Proposed policies or ideas shall be submitted to the Policy Committee for review prior to possible placement on the school board agenda.

## IV. Adoption of Policy

A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.

B. The final action taken to adopt the proposed policy shall be approved by a majority vote of the school board. The policy will be effective on the date of passage or unless otherwise specified. .

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 shall be included

in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have 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. It shall be the responsibility of the superintendent to implement school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review by the school board.

B. The policies shall be made available to any persons via the district website or by written request for an electronic or paper copy.

C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and school board members to keep the policies current.

D. 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 Policy Committee may 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. In addition, the school board will review the following policies annually:

506 Student Discipline;
722 Public Data Requests;
and 806 Crisis Management

B. The review process will be the responsibility of the superintendent, employees designated by the superintendent, and the Policy Committee.

C. The review process will include the following steps:

1. Complete an external assessment - An assessment gaining input from outside the district (e.g., Minnesota School Board Association, Minnesota State Statutes, legal counsel, other school districts).

2. Complete an internal assessment - An assessment gaining input from the district (e.g., Policy Committee, administration, employees, public).

3. Develop recommended revisions, additions, deletions and/or further study proposals and present to the school board based on the completed assessments for a first and second reading for review at two separate board meetings.

4. Approved policies will be made available on the district website or by written request for an electronic or paper copy.

5. Policies not approved at a second reading shall be brought back to the Policy Committee for further review.

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

***Cross References***: Policy 305 – Policy Implementation