

THE BOARD OF DIRECTORS

Policy Adoption, Suspension, Manuals and Administrative Procedures

A. Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented to the board of directors in writing for first reading and discussion. The second reading and final vote for adoption shall take place at the next regular board meeting or a succeeding board meeting, unless the board deems that immediate action would be in the best interests of the district. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff or patrons as an order of business.

Notice of policy adoptions or changes shall be issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made part of the minutes of the meeting at which action was taken and shall also be included in the district's policy manual (whether in paper or electronic form).

B. Policy Interpretation

It is the policy of the state of Washington that policies and procedures adopted by school districts under Title 28A RCW must prioritize the protection of every student's safety, access to the state's statutory program of basic education as defined in RCW 28A.150.203, and privacy, to the fullest extent possible, except as required by state or federal law.

C. Suspension of a Policy

A policy of the board shall be subject to suspension by a majority vote of a quorum of the board, provided all board members have received notice of the meeting, and provided notice included a proposal to suspend a policy and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all board members present.

D. Policy Manuals

The superintendent shall develop and maintain a current policy manual which contains the policies of the district. The superintendent is authorized to make the policy manual available in paper or electronic form.

Each administrator shall have ready access to district policies. In addition, a manual shall be available in each school library and such other places as the superintendent may determine for the use of staff, students, and patrons.

All policy manuals distributed to any person, or made available at any location, shall remain the property of the district. All policy manuals and electronic versions of policies shall be subject to recall at any time.

E. Administrative Procedures

The superintendent shall develop administrative procedures necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent may submit it to the board as an information item. Such procedures need not be approved by the board, though the board may revise them when it appears that the procedures are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance, however, the superintendent may request prior board approval.

Legal Reference: RCW 28A.320.010
 RCW 28A.320.040

Corporate powers
Directors--Bylaws

Adoption Date: September 9, 2025