

Policy Adoption

Proposed new administrative policies and proposed changes in existing administrative policies will be presented in writing for required approval at a School Board Meeting in accordance with the Policy Governance Structure adopted by North Thurston Public Schools.

Governance policies/(GP's) will follow a two-step process for reading, discussion and approval. The first reading will occur at one meeting for reading and discussion. The second reading will occur at the subsequent meeting for reading, discussion and approval. In the event that immediate action on a proposed Policy Governance policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the district. No further action is required.

Any written statements by any person relative to a proposed policy or amendment should be directed to the Secretary of the Board prior to Board approval. The Board may invite oral statements from staff or community members as an order of business.

When the Board is considering a district policy or amendment to a policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy will be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The Board will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

All new or amended policies will become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

Policy Manuals

The superintendent will develop and maintain a current policy manual which contains the policies of the district.

The manual is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates. To that end, each administrator will have ready access to the manual. In

