Development, Adoption, and Implementation of Policies

I. Purpose

This policy emphasizes the importance of the policymaking 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 should define the desire and intent of the school board and should be in a form that is 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. Policy provides the board's general direction for the district while delegating policy implementation to the administration.

B. The district's policies provide the basis for guidelines and regulations created by the administration.

C. Policies may be proposed by a board member, employee, student, or district stakeholder. Proposed policies or ideas are submitted to the board's Policy Committee for review prior to possible placement on the board agenda.

IV. Adoption and Review 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 board meetings: (1) first meeting for discussion, and (2) second meeting for final action. The proposals will be available for the public to review and comment at both meetings prior to final board action.

B. The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at a subsequent meeting after the meeting where the proposed policy was discussed. The policy will be effective immediately, or on such later date as may be stated in the motion.

C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The policy adopted in an emergency will expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The board has discretion to determine what constitutes an emergency situation.

D. If an appendix or policy is revised with minor, technical changes that do not affect the substance of the policy, the board directs school district staff to incorporate the technical revisions in the relevant policy. Technical changes would include changing formatting, correcting any typographical or grammatical errors, and updating statutory references.

E. If a substantive revision is made to a policy 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 board.

V. Implementation of and Access to Policy

A. The superintendent has the responsibility to implement school district 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, including employee and student handbooks, are subject to annual review by the board.

B. District policies will be made available in a manner that is publicly accessible.

C. It is the responsibility of the superintendent, employees designated by the superintendent, and individual board members to keep policies current according to the policy review process.

D. When no board policy exists that provides guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, vision, values, and financial condition of the district. Under these circumstances, the superintendent will advise the board of the need for a policy and present a recommended policy to the board for approval.

VI. Policy Review Process

A. The school board will review policies at least once every four years. The superintendent is responsible for developing a system of periodic review, addressing approximately one fourth of the policies annually, other than those requiring annual or biennial review.

B. The review process will be the responsibility of the board's Policy Committee pursuant to Policy 213 (School Board Committees).

C. The review process will include the following steps:

1. Complete an internal assessment – An assessment gaining input from district stakeholders, as appropriate. The internal assessment also includes consideration of the school district's equity framework guidelines set forth in Appendix II.

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 them to the board based on the completed assessments

D. All district policies are subject to an individual review in accordance with the following four-year review cycle for District Policy Manual sections, with Year 1 starting in the 2026-2027 school year:

Year 1	School District (100), School Board (200), Administration (300), Non-Instructional Operations (700)
Year 2	Personnel (400), Non-Instructional Operations (700), Buildings and Sites (800), and Policy 524 (biennial review)
Year 3	Students (500), Educational Programs (600)
Year 4	Educational Programs (600), Community Relations (900), and Policy 524 (biennial review)
Annual Reviews	113 Data Requests 506 Student Conduct and Discipline 806 Emergency Management

Policies may be brought forward for additional out-of-cycle reviews as deemed advisable or necessary by the superintendent or Policy Committee.

E. Policies may be added to the District Policy Manual or amended based on need or change in law.

Legal References

Minn. Stat. § 123B.02, subd. 1 General Powers of Independent School Districts: Board Authority
Minn. Stat. § 123B.09, subd. 1 Boards of Independent School Districts: School Board Membership

Cross References

Policy 213	School Board Committees
Policy 304	Policy Implementation

Policy

Adopted	04/16/2007
Revised	01/10/2011
Revised	09/26/2011
Revised	11/13/2012
Revised	08/13/2018
Revised	06/12/2023
Revised	08/10/2026

Policy Development, Adoption, and Implementation Review Rubric

Edina Public Schools - Continuum of Cultural Proficiency for EPS Policy Development and Refinement		
Unhealthy Behaviors & Actions of the Policy		
Cultural Destructiveness	Cultural Incapacity	Cultural Ignorance (formerly blindness)
Policy or parts of the policy eliminates all vestiges of other people's cultures.	Policy or parts of the policy disempowers people who differ from the dominant group.	Policy or parts of the policy reflects the values and behaviors of the dominant culture which are presumed to be universally applicable and beneficial.
Healthy Behaviors & Actions of the Policy		
Cultural Pre-Competence	Cultural Competence	Cultural Proficiency
Policy or parts of the policy recognizes diversity of cultural groups and the barriers present but does not have provisions to support or make adaptations to the cultural differences.	Policy or parts of the policy relies upon the use of the essential elements as the standards for policy development, adoption, and implementation. The policy has in place language that promotes acceptance and respect for difference.	Policy in its entirety holds culture in high esteem and acknowledges and honors all stakeholders and their representative groups.

Appendix

Adopted 06/12/2023
Revised 08/10/2026