

151 POLICY DEVELOPMENT AND ADOPTION

The Board will adopt policies to guide the actions of those to whom it delegates authority. These policies will be recorded in writing and organized according to a standard policy classification system.

In formulating policies, the Board will adopt general principles and statements of intent. The district administrator will, when necessary or when directed by the Board, prepare written regulations to ensure the implementation of Board policy.

The district administrator, in cooperation with staff and the Board, will recommend policies for adoption and recommend revision of existing policies. Policies and/or revisions may be proposed by any member of the Board, by any lay group or organization, or by any citizen. The Board will not formally act on recommended policies until the regular meeting following the presentation of such policy to allow time for review and possible change.

Except for policy actions to be taken on emergency measures, the adoption of board policies shall follow this sequence, which will take place at least at two regular or special meetings of the Board:

1. Announcement and distribution of proposed new or revised policies as an item of information
2. Opportunity offered to concerned groups or individuals in attendance to react to policy proposals
3. Discussion and final action by the Board on policy proposals

Except for action taken under emergency procedures, the final vote to adopt or not to adopt shall follow by at least four weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the four-week limitation and take immediate action to adopt new or revise existing policies.

Annual Reaffirmation of Policies

The Board shall reaffirm its written policies, after review, at its annual organization meeting. In addition, policies may be revised at other times as needed to reflect the changing needs of the community and school, or legal requirements. All policies may be changed through board action as described above, except to the extent that law or contractual arrangements limit such action.

Law, Philosophy, and Enforcement

The Board will make every effort to ensure that its policies conform to the higher supremacy of state and federal laws, including the provisions of State and U.S. Constitutions. Questions concerning the legality of any policy should be addressed to the office of the district administrator. While it is not feasible to reiterate the principles of the board adopted philosophy into the language of each and every policy statement, it is to be assumed that the spirit of this document will prevail in the implementation of all policies. Finally, the Board expects compliance with its formally adopted policies. Failure to comply will be considered cause for possible disciplinary action.

Reviewed, revised, and approved by the Board of Education on March 21, 2005