208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance 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 that is sufficiently explicit to guide administrative action.~~Written policies are essential to ensure the school district fulfills its mission and operates effectively, efficiently, and consistently. The school board shall maintain, review, and update policies as needed to clearly communicate its intent and guide administrative actions.

III. DEFINITIONS

A. "Policy Adopted" is the date when the policy was last adopted by the school board;

B. "Policy Reviewed" is the date when the policy was last fully reviewed by the policy committee; and

C. "Policy Revised" is the date when the policy was last modified with minor changes that do not affect the substance of the policy or because of legal changes in which the board has no control. Revisions may be adopted in a single meeting at the discretion of the board.

IV. DEVELOPMENT OF POLICY

A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating implementation to the administration.

B. The school district's policies provide guidelines and goals to the school community. The policies shall be the basis for the guidelines and directives created by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

C. Policy development may be initiated by school board members, the superintendent, district employees, students, parents, and/or community members. Proposed policy requests should be submitted via email to the policy committee chair and administrative assistant to the

superintendent, and will be placed on the policy committee's agenda for consideration.

~~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 superintendent for review prior to possible placement on the school board agenda.~~

V. ADOPTION AND REVIEW OF POLICY

A. The school board shall give notice of recommended policy changes or proposals of new policies by placing the policy for "1st, and 2nd, reading" on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed during the public comments section of a board meeting. The board may vote after the second policy reading, but will follow a general practice of voting at a subsequent meeting.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board. The proposed policy for final action will be included in the *Consent Agenda* portion of the *Action Items* on the meeting agenda. The policy will be effective immediately unless a later date is 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 school board in a single meeting. 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.

D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved in a single meeting ~~at one meeting~~ at the discretion of the school board.

E. In order to remove~~sunset~~ a policy, the policy committee must introduce the recommendation to remove the policy from the policy manual during a regular board meeting. At the next regular board meeting the policy will be included in the consent agenda for removal approval.

VI. IMPLEMENTATION OF POLICY

A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate (200 series). The superintendent shall develop administrative ~~guidelines and directives~~ procedures to provide greater specificity and consistency in the process of implementation. These procedures ~~guidelines~~

~~and directives~~, including employee and student handbooks, shall be subject to annual review by the school board.

B. All school board policies will be posted on the official district website. Each school board member shall have access to this policy manual. A copy shall be placed in the office of each school's attendance center. A physical copy of the policy manual will be maintained at the District Office and made available for reference purposes to other interested persons.

C. The policy committee, ~~committeeThe~~ the superintendent, administrative assistant to the superintendent ~~employees designated by the superintendent~~, and individual school board members shall be responsible for keeping policies current.

D. The policy committee~~school board~~ shall utilize the~~a~~ three year policy review cycle, ensuring that each policy undergoes a full review once every three years. In addition, the following policies legally must be reviewed annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy. Additional policies may be reviewed annually at the board's discretion and in accordance with 208.1PR.

E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: *Minn. Stat. §~~Minnesota Statute~~ 123B.02, Subd. 1 (General Powers of Independent School Districts)*
Minn. Stat. §~~Minnesota Statute~~ 123B.09, Subd. 1 (Boards of Independent School Districts)

Cross References: *ISD 200 Policy 201, Legal Status of the School Board*
ISD 200 Procedure 208.1PR
ISD 200 Procedure 208.2PR

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