208.1PR DEVELOPMENT, REVIEW, AND ADOPTION OF POLICIES, PROCEDURES, AND FORMS

I. PURPOSE AND SCOPE

This procedure establishes a consistent process for developing, reviewing, revising, adopting, maintaining, and removing ISD 200 policies, procedures, and forms.

II. POLICY COMMITTEE

The policy committee consists of three school board members with one designated as chair, the superintendent, and the district's administrative assistant. Other district administrators and building principals are invited to committee meetings as appropriate.

The policy committee serves in an advisory role to the board and brings forward policy recommendations for board consideration. Final authority for policy adoption rests with the board.

III. POLICY MANUAL STRUCTURE

The district policy manual contains nine series organized by subject area:

100 Series - School District	600 Series - Educational Programs
200 Series - School Board	700 Series - Non-Instructional Operations
300 Series - Superintendent	800 Series - Health & Safety
400 Series - Employees/Personnel	900 Series - School District/Community
500 Series - Students	

A. Understanding the Three Document Types: In 2023, the school board directed the committee to separate policies, procedures, and forms. This change allows a procedure or form to be updated and then approved in a single board meeting.

Within each series, you may find three types of documents: Policies, Procedures (PR), and Forms (FRM). Each serves a distinct purpose in establishing expectations, guiding implementation, and documenting compliance.

1. Policies establish the direction, intent, and expectations of the school board. They ensure that ISD 200 operates effectively, efficiently, and in alignment with state and federal laws to achieve its educational mission. Policies also provide the framework for accountability and consistent decision-making. Policies and policy revisions follow a three reading process for adoption.

2. Procedures (PR) explain how responsibilities are carried out. They provide the operational steps, processes, and instructions to implement policies consistently. New procedures shall be titled in accordance with their governing policy. Procedures

and procedure revisions are recommended for 1st reading and adoption in one regular board meeting.

a) 200 Series Procedures: These procedures are developed by the policy committee and approved by the board. They establish how the board conducts its business and fulfills its governance responsibilities.

b) All other series contain Administrative Procedures that may have been separated from policy or developed by district administration and explain how administrators and employees carry out their responsibilities and implement board-adopted policies.

3. Form (FRM) document requests, obtain consent, and record compliance. Forms are developed by administration to standardize documentation, and maintain appropriate records for consent and compliance. Forms are recommended and adopted in a single meeting.

IV. THREE YEAR POLICY REVIEW CYCLE

A. The school board approved policy review spreadsheet ensures that every ISD 200 policy, procedure, and form is fully reviewed by the policy committee and brought forward to the board for consideration at least once within a three-year cycle. This review system provides a structured and systematic procedure for:

1. Reviewing and evaluating existing policies;

2. Incorporating legal and regulatory updates;

3. Documenting revisions; and

4. Maintaining accurate and organized policy records.

B. The policy committee shall review 13-16 policies per quarter to ensure that all policies are reviewed within the three year cycle.

V. MANDATORY AND ANNUAL REVIEW POLICIES

A. Mandatory Policies: Certain policies are required by state or federal law, and ISD 200 has adopted all such policies. The three year policy spreadsheet identifies these policies in Bold font. In addition to these policies, some policies contain specific legal requirements. When appropriate, district legal counsel may be consulted to ensure that any changes remain consistent with applicable laws.

B. Annual Review Policies shall be reviewed by the policy committee in April or May of each year to ensure that they are adopted and in effect at the start of the new school year. In accordance with state statute the following policies must be reviewed and adopted annually:

1. 506 Student Discipline;

2. 722 Public Data Requests;

3. 806 Crisis Management; and

4. 806.1PR Cardiac Emergency Response Procedure.

C. Additionally the board has determined that the following policy and procedure shall also be reviewed annually:

1. 524 Internet and Technology Acceptable Use and Safety Policy;

2. 524.1 Cell Phones and Electronic Devices; and

3. 613 Graduation Requirements.

VI. POLICY DEVELOPMENT

A. 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 will be placed on the policy committee's agenda for consideration. If an MSBA model policy covers the topic of a proposed policy, the committee will use the MSBA model policy as reference for the development of the proposed policy. New policies shall follow the three reading procedures for adoption. It is expected that all proposed policies:

1. Support the educational mission of the school district;

2. Are consistent with state and federal laws;

3. Are within the scope of the board's authority; and

4. Are not in conflict with any other board approved policy.

VII. POLICY COMMITTEE REVIEW

During policy committee meetings, the committee shall work collaboratively with district and building administrators and review approximately 16 policies each quarter. Updates issued by MSBA and changes in law are incorporated as appropriate.

A. The purpose of the policy review is to ensure that district policies:

Are written in clear, concise language that avoids duplication and is easily understood	Maintain consistency with other ISD 200 policies, procedures, forms, and bargaining agreements
Comply with state and federal laws and regulations	Align with the district's strategic direction
Meet the needs of students, families, and staff	Reflect research-based best practices

Minimize legal and organizational risk	Include appropriate accountability measures
Are operationally feasible and fiscally responsible	Define the intent and expectations of the board

B. A policy may remain under review for multiple months to ensure thorough research, analysis and to receive input from district and building administration.

C. All procedures and forms shall be reviewed with their respective policy.

D. The Board Member Handbook shall be reviewed and adopted annually.

E. Upon completion of the committee's review, a red-lined version of the recommended policy is presented to the full board at a work session.

VIII. WORK SESSION REVIEW

A. When possible, policy changes will be discussed by the entire board;

B. If substantive revisions are required, the policy can be revised during the work session or returned to the committee for revisions to be made. The 200 series procedures will also follow this format;

C. All administrative procedures, go directly to a regular board meeting and are approved in a single meeting.

D. When no future changes are required, a red-lined version of the policy is included as an attachment for readings on no fewer than three regular meeting agendas (three months).

IX. POLICY READINGS AND PUBLIC INPUT

The three reading procedure provides community members multiple opportunities to review the recommended policy and provide input prior to final action. The three reading procedure shall follow this format:

A. 1st reading: The policy committee chair provides a written and verbal summary detailing the committee's recommendations. The board may discuss the policy and propose further modifications (which are then sent back to the committee), and community members may provide input regarding the policy, in person during the public comments portion of the meeting, or via email or phone call with the committee members and/or superintendent.

B. 2nd Reading: The policy committee chair provides a written and verbal summary detailing additional revisions. The board may discuss the policy and propose further modifications (which are then sent back to the committee), and community members may provide input during the public comments portion of the meeting.

C. 3rd Reading/Consent Agenda: The policy is included as an attachment on the regular meeting consent agenda. The board votes to approve or reject the recommended policy

or policy modifications.

D. As a general rule of practice, please refrain from making grammatical, spelling, spacing, numbering, and general formatting suggestions during the regular board meeting, these may be emailed to the policy committee chair who will ensure the corrections are reflected before the next reading of the policy.

X. USE OF THE CONSENT AGENDA

Revisions to policies required by changes in statute, or other governmental mandates and clerical edits that do not change the substance of the policy may be made by the policy committee and adopted through the consent agenda in a single meeting. Policies on the agenda for 3rd reading or later may also be included in the consent agenda. All procedures and forms shall be included in the consent agenda and adopted in a single meeting.

Any board member may request for a policy or procedure to be removed from the consent agenda (no second or vote shall be required to effect the removal of a policy revision from the consent agenda to an individual action item) and request that it be considered using the three-meeting process (a second and a majority vote shall be required to move a policy revision to the three-reading process).

XI. POLICY ADOPTION AND PUBLICATION OF THE POLICY MANUAL

A. A majority vote by the school board shall be required to amend, rescind, or adopt a policy. A policy shall take effect as of the date that board action was taken, unless otherwise specified in the text of the resolution or the wording of the motion.

B. If adopted, an updated version of the policy will be added to the policy manual (District's website). The red-lined version of the policy will be maintained in the document history in the policy committee's google drive policy document.

XII. POLICY REMOVAL

To remove a policy, the policy committee must present a recommendation for removal and 1st reading during a regular board meeting. At the following regular board meeting, the policy will be included for removal as 2nd reading/consent agenda. Upon board approval the policy will be removed from the policy manual.

XIII. POLICY RECORD RETENTION

In compliance with the district's record retention schedule, the red-lined version of a policy is maintained digitally in the "Version History" of the policy's Google Doc within the policy committee's shared Google Drive.

Reviewed: *11.05.2026*
Adopted: *11.18.2026*