

INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 208 **DATE OF ADOPTION** 6.27.05

TITLE 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.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. 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.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at the second school board meeting. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. 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 situation.
- D. If a policy is modified 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 school board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives shall be subject to annual review by the school board.
- B. A manual shall be available in the superintendent's office and made available for reference purposes to interested persons. School board members, district employees and the public shall have access to this policy manual. The Policy manual shall be available on the district's web site. Individuals without access to the Internet may request a printed copy of a policy.
- C. It shall be the responsibility of the superintendent or designee to keep the policy manual current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: Harassment and Violence; Mandated Reporting of Child Neglect or Physical or Sexual Abuse; Mandated Reporting of Maltreatment of Vulnerable Adults; Student Discipline; Student Sex Nondiscrimination; and Internet Acceptable Use and Safety Policy.
- E. When there is no school board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board if there is the need for a policy and present a recommended policy to the school board for approval.

VI. DIRECTIVES AND GUIDELINES

- A. Procedures are detailed means by which the school district administration implements the board's policies.
- B. The administration shall develop procedures for board policies when appropriate for the orderly implementation of such policies.
- C. New procedures and revisions of procedures do not require approval by the board. However, all new procedures and revisions shall be provided to the board for information.

Legal References:

[Minn. Stat. 123B.02](#), Subd. 1 (School District Powers)

[Minn. Stat. 123B.09](#), Subd. 1 (School Board Powers)

Cross References: