

PROCEDURE FOR ADOPTING BOARD POLICY

The Board is the policy-making body for the School District. The policies of the Board shall be within the framework of state and federal laws and regulations.

It is the board's intention that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

Development

Proposals regarding policies may originate with any person who perceives a need for a policy statement in a particular area, including a member of the Board, the Principal, a staff member, a parent, student, consultant, civic group, or any resident of the District.

When a policy is proposed, the Board shall determine if a need exists and shall direct the Principal or policy committee (composed of board members) to draft a policy statement for presentation to the Board. The policy committee will be responsible for drafting policies that pertain to the Principal. Both the Principal and policy committee are authorized to seek expert assistance with policy development within financial parameters as directed by the Board.

Adoption

All revisions and drafts of policies shall be submitted to all members of the Board and to the Principal in writing prior to the properly scheduled meeting in which the revision/draft shall be read and discussed. Adoption of any policy or substantive amendment to a policy shall require two readings unless otherwise waived by a **[2/3rds]** majority of the Board when an expedited process is deemed necessary, in which case the policy shall require one reading to adopt and the procedure below shall not apply.

Substantive amendments and new polices cannot undergo more than one reading at any meeting of the Board. During the second reading of a new policy or substantive amendment, board action on the proposal shall be final if the proposal is approved in an identical form as passed at the previous meeting. If a revised form of the proposal is approved, or if approval includes an amendment, the proposal shall be resubmitted for action at a future board meeting. Action shall be by majority vote of those board members present.

Board Regulations & Policy Exhibits

The Board may develop regulations to implement policy when the Board determines that this task is not appropriate to delegate to administration, when regulations are created on a highly litigious matter, or when law requires board approval on regulations. Board regulations shall require one reading.

Policy exhibits shall be developed when needed to help implement policy but shall not be adopted by the Board. Policy exhibits include, but are not limited to, summaries of law, forms, and other informational material.

Policy Implementation

Administrators are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Continuous disregard for board policy and regulations may be interpreted as insubordination and/or willful neglect of duty.

Policy Review and Revision

The Principal, on a continuing basis, shall call the board's attention to policies that are out of date or in need of revision.

If school policy has been either purposely or inadvertently ignored, that action will not be considered as having changed the policy. Where undue harm to persons would result from rescinding the action taken that was in violation of policy, the Board may choose to honor the earlier agreement.

Suspension of Policy

Only those policies not established by law or negotiated agreement may be temporarily suspended and then only by a two-thirds vote of board members present at a regular or special meeting.

Policy Manuals

All policy manuals distributed shall remain the property of the Apple Creek School District and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the Principal or Board, whether for updating or other good cause.

Because the board policy manual is a matter of public record, it shall be open for inspection at the school district office.

End of Apple Creek School Policy BDA Adopted: Jan 20, 2018