

PROCEDURE FOR ADOPTING BOARD POLICY

When the need for a policy is suggested to the Board, the Board shall discuss the need for such a policy and, if it is the decision of the Board that such a need exists, the School Board President shall be directed to draft a policy statement for presentation to the Board. The School Board President may delegate the actual writing to a staff member and may involve other persons or groups in the research and development of the policy.

The advice of the School District's attorney shall be sought when, in the opinion of the Principal or the Board, there may be a question of legality or proper legal procedure in the development of a proposed policy.

Adoption of any policy or amendment to a policy shall require two readings. Policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the Board in writing prior to a **properly** scheduled Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed. Opportunity for public comment shall be given at the meeting. Following the presentation, which shall constitute the first reading, the Board may approve the proposal, amend and approve the proposal, disapprove the proposal, or refer it back to the originator for revision.

The approved or revised policy or policy amendment proposal shall be considered at a **future** meeting of the Board which shall be at least thirty (30) days after the first reading. At this meeting, the School Board President shall present the approved or revised proposal for second reading with a recommendation. 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.

The business manager shall publish, collate, and index all adopted policies and procedures and distribute them to the following:

Board members	- one copy each
Business manager	- one copy
Principals	- one copy per building
School library	- one copy
Teachers	- one copy per teacher

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 Apple Creek School 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.

REFERENCE: 11/28/00

POLICY ADOPTED: 05 Sept 02
POLICY AMENDED: 11 Aug 09