

POLICY

1991/2010

1420

By-Laws

SUBJECT: ADOPTION OF POLICIES

A proposed new policy or policy change shall be submitted to the Board as part of a regular meeting agenda. Any such proposal not initiated through the Superintendent shall be delivered to the Superintendent in written form. If available at least five days prior to the next regular Board meeting, the proposal shall be included as a part of the agenda for that meeting; otherwise, it shall be an item of business at the subsequent regular meeting.

The Board of Education shall, by motion, approve the policy for 1st reading. After 1st reading, a policy may not be considered for adoption during a waiting period of at least four (4) weeks. (Policies shall not be adopted at special meetings.)

At the presentation meeting, the Superintendent shall present the proposed policy or policy change with a recommendation. 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 Superintendent for study and revision.

The approved or revised policy or policy amendment proposal shall be considered at the next regular Board meeting. The draft shall be included as part of the meeting agenda, and also shall be delivered prior to the meeting, to the initiator(s) of the proposal and to any other interested person(s) upon request. At this meeting, the Superintendent shall resent the approved or revised proposal for second reading with a recommendation. If a revised form of the proposal is approved, or if approval includes an amendment, the proposal shall be submitted for action at the following regular Board meeting.

The Board of Education shall maintain a written statement of policies (Policy Manual) for the information and guidance of employees, students and members of the general public. *The Policy Manual is available in the District Office and is accessible electronically on the school district website.*

Amendments shall be adopted in like manner as original policies requiring an introduction, tabled during a waiting period of at least four (4) weeks and then considered an adoption.