District Policy

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board of Trustees. All policies shall conform to local, state, and federal laws as well as to the rules and regulations of the State Board of Education.

Policy Development

Written policies are the primary means by which the Board governs the District. As such, the Board shall use policy development as a means to articulate the Board’s vision for student achievement, citizenship and the overall mission and values of the District.

Policies:

1. Chart a course of action;
2. Are subject to state and federal laws and regulations;
3. Give direction to and through the Superintendent on how the District will operate;
4. Serve as guidelines for the Board’s own operations; and
5. Direct the successful and efficient functioning of the District.

The Board recognizes that changes in needs, conditions and laws will require revisions, deletions and additions to the policies. The Board encourages suggestions and proposals for policy changes from any individual or group affected by the District’s policies.

The Board directs the Superintendent or designee to use an orderly and defined process in examining and preparing policy proposals for Board action, including, but not limited to:

1. Considering the impact the policy proposal will have on student achievement, citizenship and the overall operation of the District;
2. Gathering relevant research and data;
3. Aligning policies with the Strategic Plan;
4. Communicating with and encouraging input from those that will be affected by the policy change; and
5. Ensuring that policy, procedure and practice are consistent with one another.
6. If a policy is reviewed and no changes are deemed necessary, it is brought to the Board for information only,
7. When revisions of policies are for grammatical and/or minor clarification, the Board at its discretion, may waive the process for 1st and 2nd readings and take immediate action.

The process by which the Superintendent or their designee accomplishes policy review will be considered an Administrative function. As such, the process will be presented to the Board for information but will not require Board approval for revision to the process. However, the Board
will reserve the right to require revision to the policy review process if deficiencies or conflicts are discovered.

Adoption and Amendment of Policies

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board. Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the Superintendent for detailed study as needed prior to Board action on the proposal. The Board encourages the Superintendent to contact other experts to have potential policies researched. Interested parties, including any Board member, citizen, or employee of the Board may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District Clerk prior to the second reading.

During discussion of a policy proposal, the role of the Board is to:

1. Consider the Superintendent’s or designee’s research, data and recommendations;
2. Consider the relations of the proposed policy to the Strategic Plan and budget;
3. Consider the views of those affected by the policy;
4. Determine if the draft clearly communicates a course of action;
5. Ensure the draft accurately reflects the Board’s intent;
6. Determine the impact the proposal will have on student achievement, citizenship and the overall operation of the district.
7. Seek public comment
8. Form a committee (at the request of the Superintendent and at the Boards discretion) to provide input in the development of policy.

The Board may temporarily approve a policy to meet emergency conditions. However, the above process is required before the policy shall be considered permanent.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two (2) readings in the following manner:

1. At a regular Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
2. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

Although approval of a new or amended policy requires a minimum of two (2) readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken. Additionally, the Board can take a majority vote of the members present to waive the two reading requirement for warranted circumstances. If a policy is added or revised because of a legal change over which the Board has no control, the policy may be approved at one meeting at the discretion of the Board.
All new or amended policies shall become effective upon adoption, unless a specific effective
date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which
action was taken and shall also be included in the District's policy manual.

Waiver of Policies

Under circumstances which require a waiver of policy, policy may be suspended by a majority
vote of the members present. In order to waive policy, all Trustees must have received written
notice of the meeting which included a proposal to suspend the policies with an explanation of
the purpose of such proposed waiver. If such a proposal is not made in writing in advance of the
meeting, the policies may only be waived by a unanimous vote of all trustees present.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the
policies of the District. Each administrator, as well as staff, students and other residents, shall
have ready access to the manual. All policy manuals distributed to anyone shall remain the
property of the District and shall be subject to recall at any time.

Legal References:

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<tr>
<th>refers</th>
<th>to</th>
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<tbody>
<tr>
<td>I.C. § 33-506</td>
<td>Organization and government of board of trustees</td>
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<tr>
<td>I.C. § 33-512</td>
<td>Governance of schools</td>
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Policy History:
Adopted on: November 4, 2013
Revised on: