

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 which 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 administration.
- B. The School Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for formulation of guidelines and directives by administration. The School Board shall determine the effectiveness of the policies by evaluating periodic reports from 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 meeting 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 made available and public comment will be allowed at both meetings prior to final School Board action.
- B. The final action taken to adopt proposed policy shall be approved by a simple majority vote of the School Board at the second meeting after public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In 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 with minor changes that do not affect the substance of the policy or 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. The superintendent shall be responsible for implementing School Board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, may be subject to annual review and approval by the School Board.
- B. It is the intention of the School Board that proposed and adopted policy be available and easily accessible to all. To that end, proposed policy will be made available at the district office, and adopted policy will be posted on the school district website.
- C. The superintendent, employees designated by the superintendent, and individual School Board members shall be responsible for keeping policy 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:

- #410 Family and Medical Leave Policy
- #413 Harassment and Violence
- #414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- #415 Mandated Reporting of Maltreatment of Vulnerable Adults
- #506 Student Discipline
- #514 Bullying Prohibition
- #522 Student Sex Nondiscrimination
- #524 Internet Acceptable Use and Safety Policy
- #616 School District System Accountability
- #806 Crisis Management 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 of the need for a policy and present a recommended policy to the School Board for approval.

Legal References: Minnesota Statute § 123B.02, Subdivision 1 (School District Powers)
Minnesota Statute § 123B.09, Subdivision 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy #305 (Policy Implementation)

ISD 47 SCHOOL BOARD POLICY

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Reviewed/Revised	05.20.13
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