

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. The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's policies are those the Board adopts from time to time to facilitate the performance of its responsibilities

All policies shall conform to local, State, and federal laws as well as to the rules and regulations of the State Board of Education.

Adoption and Amendment of Policies

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 or 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. The Board may invite oral statements from staff members or patrons as an order of business.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two readings in the following manner, unless it is deemed by the Board that immediate action would be in the best interests of the District:

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

In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that the policy be adopted immediately. No further action is required.

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. Policies of the

District shall be reviewed periodically, unless otherwise detailed in a specific policy by the board.

### Administration in Absence of Policy

In cases where action must be taken before the next Board meeting and where the Board has provided no policies or guides for administrative actions, the Superintendent or other staff to whom administrative or supervisory authority shall have to power to act. Such actions shall be in accordance with the employee's best judgment, and shall not include action which conflicts with the general aims and objectives of the District or with any local, State, or national ordinances, statutes, regulations, or directives. In the event there is doubt as to the appropriate course of action or if it is apparent that the consequences could be serious, the staff member is expected to contact the Superintendent.

His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the Superintendent to inform the Board of such action and the need for policy in all cases where such action creates a potential for controversy or a potential for the incurring of financial obligation or where the situation is likely to reoccur frequently. In situations where a reasonable person could determine that the actions taken by a staff member should be brought to the immediate attention of the Board, the Superintendent shall be notified and he or she shall immediately consult with the Chair as to the advisability of calling a special Board meeting to review the staff member's action.

### Suspension of Policies

Under circumstances which require a waiver of a policy, policy may be suspended by a majority vote of the members present. In order to suspend a 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 suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended 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. The manual is intended both as a tool for District management and as a source of information for patrons, staff, and others about how the District operates. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. In addition, a manual will be available in each school library and such other places as the Superintendent may determine for the use of staff, patrons, and students. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

Legal References:     I.C. § 33-506                     Organization and Government of Board of Trustees

Policy History:

Adopted on: December 21, 2015

Revised on: October 18, 2021