



Book	POLICY MANUAL
Section	100 SCHOOL BOARD OPERATIONS
Title	SCHOOL BOARD POLICY ADOPTION AND REVIEW
Code	151
Status	Active
Adopted	August 28, 1972
Last Revised	August 26, 2024
Last Reviewed	August 9, 2021

The School Board, representing the people of the District, is the governing body that determines all questions of general policy to be employed in the conduct of the public schools.

Proposals regarding school district policy may originate in any of several sources: a parent, a taxpayer, an employee or an employee organization, a student or student organization, a member of the School Board, the School Board Policy Committee, the Superintendent, a consultant, a civic group, etc. Policy proposals should be submitted to the chairman of the School Board Policy Committee. The chairman will consult with the Superintendent and shall introduce the proposals to the School Board Policy Committee for review. The Superintendent will distribute the policy proposals for addition, revision or deletion to members of the administrative team and others as needed for feedback.

The School Board Policy Committee will review and possibly revise policy proposals before presentation to the School Board and will report the progress of its work to the School Board. To the extent possible, revised policies presented to the School Board Policy Committee should be in markup format in a manner that makes it as clear as possible what is changed, added or deleted in context.

A new policy or policy change shall be considered official after it has been considered at three School Board meetings and approved by a majority vote of the entire School Board. With unanimous approval of the School Board, a new policy or policy change can be made on a second discussion. A substantive change in sessions two or three will require a new second consideration if the second consideration has already commenced or occurred. Whether a change is substantive or not will be determined by unanimous consent or majority vote for each change or set of changes.

A policy can be deleted after consideration at two School Board meetings and the approval by a majority vote of those present at the second meeting.

Policy additions, revisions and deletions become effective when adopted and will be posted to the District website within two business days of adoption.

### **Fast Track Adoption**

The School Board Policy Committee may recommend Fast Track Adoption of policy changes when the changes are in formatting, grammar, or simple correction or textual updates that do not change the effect of the policy, as well as for policies requiring expedited adoption. The School Board may approve these changes without additional change in its first reading with unanimous approval of the School Board or move to extend consideration to the normal two or three reading process.

### **Policy Review Schedule**

The School Board will review policies on a multi-phase cycle to be determined by the Superintendent in cooperation with the School Board Policy Committee. The School Board and administration will make every effort to keep this cycle as planned, but recognize that circumstances and availability of resources may require a slower review process. The Superintendent will maintain a Policy Inventory List and Review Schedule, linked from the District website that lists the policies of the District, identifies date of last action, who is primarily responsible for each policy, the cycle for review, target date for next review completion and such other data elements as are useful.

Policy changes required by legal and statutory changes or urgent local matters take precedence over any policy review cycle.

### **Policy Availability and Archival**

All current policies will be made available on the District website.

The District will maintain a digital archive in a secure location of all approved policies and administrative rules to ensure easy and ready access to prior versions of policies.

The Superintendent will define processes and procedures for storage, access and archival.

### **Administrative Rules**

The Superintendent/designee may from time to time create an administrative rule that provides further detail for the implementation of a policy. As long as provisions of these administrative rules are consistent with policies of the School Board or with Federal/State law, they will be considered an extension of the policies and binding on all.

An administrative rule is identified with the number of the accompanying policy followed by a space and "AR". The Superintendent will notify School Board members when a new administrative rule is created or an old one revised and the nature of the change. Concerns with an administrative rule can be raised with the Superintendent. If satisfaction is not achieved, the concerns may be raised with the School Board President for resolution by the School Board.

Legal

[Section 120.13 \[school board power to do all things reasonable for the cause of education, including making rules for the organization, gradation and government of the schools\]](#)