

## FORMULATION AND REVISION OF POLICY

The Board shall have authority to make policies to govern the operation and direction of the district. Policies shall serve to provide general guides for present or future action without limiting or specifying the details of school management.

### Expectation of the Board:

1. All policies will be followed by the Administrator. If extreme circumstances dictate that a policy not be followed, the Administrator will notify the Board President previous to making the decision or immediately thereafter and will notify the entire Board either via weekly packet or meeting presentation.
2. A “Master Policy Book” shall be maintained by the Administrator or designee.
3. Formal adoption of policies shall be recorded in the minutes of the board meeting. Only those written statements so adopted and so recorded shall be regarded as official board policy.
4. **Employee Handbooks, Wage Schedules, and District Calendar shall carry the same expectation as board policy.**

### School Board Policy Adoption

1. The Superintendent shall notify the school board regarding changes by the state in regard to mandated policies. The superintendent shall write or modify mandated policies to be in line with state mandates. Changes to mandated policies will be forwarded to the school board for approval via the consent agenda prior to implementation.
2. New policies or modifications to existing policies may be suggested to the President by any board member or by the superintendent for inclusion on a regular board agenda for debate. If needed, an ad hoc committee will study the proposed change and make a recommendation to the school board.
3. Action will be taken after the second reading. On matters of unusual urgency or for minor content changes, the Board may waive the 2<sup>nd</sup> reading requirement and take immediate action to adopt, delete, or revise a policy.
4. Policies and adaptations to policies shall be effective immediately upon adoption, unless specified otherwise in the adoption resolution.