Policy: **161 Development, Adoption and Implementation of Policies Policy**

Effective: 3.18.15

Revised: 12.5.16
9.23.19

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. Policy

DEVELOPMENT OF POLICY

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 the administration. The School Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The School Board shall determine the effectiveness of the policies by evaluating periodic reports from the administration. 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 Director for review prior to possible placement on the school board agenda.

ADOPTION OF POLICY

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 distributed and public comment will be allowed at both meetings prior to final school board action unless the School Board decides to waive the second reading and adopt the policy on the first reading. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the School Board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion. In the 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. If a policy is modified 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.

IMPLEMENTATION OF POLICY

It shall be the responsibility of the Director to implement school board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. All policies of the School Board may be accessed online via the District's website. It shall be the responsibility of the Director and/or employees designated by the Director to keep the policies on the website current. It shall be the responsibility of the Director, employees designated by the Director, and individual school board members to keep the policy manuals current. The Director shall be responsible for developing a system of review based on legislative action, MACS and/or MSBA recommendations/updates and a maximum 5-year review cycle.

In addition, the school board shall review the following policies annually: **Family and Medical Leave Policy; Harassment and Violence; Mandated Reporting of Child Neglect or Physical or Sexual Abuse; Mandated Reporting of Maltreatment of Vulnerable Adults; Student Discipline; Bullying Prohibition Policy; Student Sex Nondiscrimination; Internet Acceptable Use and Safety Policy; School District System Accountability; and Crisis Management Policy.** When there is no school board policy in existence to provide guidance on a matter, the Director 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 Director shall advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.

Legal Reference:
Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)