

**DISTRICT POLICIES**

**Policy Development:** The Board shall determine District policies for the general operation of the District. The Superintendent shall be responsible for the implementation of these policies and for developing and implementing administrative procedures. The Board shall update, amend, delete, and add policies as necessary to comply with changes in the law and to meet the needs of the District and its students. Suggestions and proposals for policy development should be communicated to the Superintendent.

**Policy Adoption:** Proposed policies shall be in writing and distributed to the Board. The Board may review, discuss, and/or take action on proposed policies at any meeting. All policy proposals shall be properly titled and shall be coded in accordance with the codification system used in the policy manual. Any policies which are adopted shall be attached to and made a part of the minutes of the meeting at which they are adopted. Upon adoption, policies and amendments to policies shall be effective immediately unless a specific effective date is provided. When circumstances require, the Board may waive the above procedures for adoption and may take immediate action to adopt, delete, or revise any policy.

**Administrative Procedures and Handbooks:** The Superintendent may develop, implement, and maintain necessary Administrative Procedures, Employee Handbooks, and/or Student Handbooks. Prior to implementing an Administrative Procedure or Handbook, the Superintendent shall distribute copies to the Board. By following District policy regarding items on an agenda, an item may be placed on an agenda for the Board to review an Administrative Procedure or Handbook and possibly to direct the Superintendent, by majority vote, to amend or to withdraw such Administrative Procedure or Handbook.

**Policy and Regulation Review and Dissemination:** The Superintendent shall establish and maintain a procedure for preserving and making accessible all policies and administrative procedures. All policy and procedure manuals distributed shall remain the property of the District and shall be subject to recall for updating or for any other reason. The District's policies and procedures shall be considered public records and shall be open for inspection at the District's administration building. The Superintendent shall periodically review all policies and procedures, shall make proposals for amendments, additions, and deletions of policies as necessary, and shall amend, add, or delete administrative procedures as necessary. The Superintendent may develop and disseminate employee and student handbooks setting forth appropriate policies and administrative procedures to the extent that they are deemed necessary and shall provide copies of all handbooks to the Board.

Adopted: July 9, 2001, effective July 1, 2001

Revised:

**Administration in Absence of Policy or Regulation:** When there is no policy, procedure, or Board guidance regarding a matter, the Superintendent shall have the discretion to act appropriately in accordance with law, established educational practices, and in the best interests of the District.

**Suspension of Policy:** The Board may suspend the operation of any policy or section of policy that is not required by law or contract upon a vote of a majority of the Board members.