208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

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.

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

Cross References: MSBA Policy 303 (Policy Implementation)

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

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. DEVELOPMENT OF POLICY

A. 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.

B. 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.

C. 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 superintendent for review prior to possible placement on the School Board agenda.

IV. ADOPTION OF POLICY

A. 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.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the School Board which will be at the second meeting after the policy’s first reading is accepted. Public input will be received at the Board meeting when the policy is brought forth for the first reading, at the following meeting and at the meeting when the policy is brought forth for the second reading and approval. The policy will be effective on the date of passage or the date stated in the motion.

C. 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
208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

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.

D. 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.

V. IMPLEMENTATION OF POLICY

A. It shall be the responsibility of the superintendent to implement School Board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation.

B. Each School Board member shall have access to this policy manual, and a copy shall be available to all other interested persons via district offices or the district website.

C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual School Board members to keep the policy manuals current.

D. The School Board shall review policies as needed and/or as directed by MSBA recommendations. In addition, the School Board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; and 616 School District System Accountability; and 806 Crisis Management Policy.

E. When no School Board policy exists to provide guidance on a matter, the superintendent 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 superintendent shall advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.