

## SCHOOL POLICIES INDEPENDENT SCHOOL DISTRICT 16

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<b>SERIES</b>	200	School Board
<b>SUBJECT</b>	208	Development, Adoption, and Implementation of Policies
<b>Adopted</b>		December 12, 2000
<b>Revised</b>		May 11, 2004, March 8, 2005, June 13, 2006, April 10, 2007, November 10, 2009

### I. PURPOSE

The purpose of this policy is to emphasize the importance of the policymaking 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 help to confirm to 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. The School Board shall determine the effectiveness of the policies by evaluating periodic reports from 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 after the second opportunity for public input. The date of adoption shall be recorded on each policy.

#### **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. These guidelines and directives, including employee and student handbooks, shall be subject to review by the School Board.
- B. Upon request, each School Board member shall have access to a policy manual, and a copy shall be available in the office of each school. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the Superintendent's designee to keep the policy manual on the district's website current.
- D. The Superintendent shall be responsible for developing a system of periodic policy review, addressing approximately one-third of the policies annually. 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.
- E. In the absence of Board policy, the Superintendent shall have the power to act in the best interest of the District. His/her decisions shall be subject to review by the School Board.

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

**Cross References:**