

(DRAFT)**The Board Of Trustees
District Policy Procedure**

Context: Dist. Policy Procedure is needed to ensure the reliable function of the process regardless of who the staff, committee or trustees are at any given time. Having a procedure ensures each policy situation is addressed in a similar fashion and protects the integrity of the policy review and adoption process for the sake of the public.

Purpose: from 1300

As outlined in Policy No. 1300, the adoption of new policies, along with the revision, amending, and reviewing of existing policies, shall be the sole responsibility of the Board of Trustees ('Board'). ~~In formulating policies, The Board shall adopt~~ these general principles which to provide authority and responsibility for the Superintendent and administrative staff to support Board policies and goals. ~~take action. The application of such policies to specific situations, personnel, and activities is an administrative detail to be performed by the Superintendent and the administrative staff.~~

All policies shall conform to local, state, and federal laws as well as to the rules and regulations within the Idaho Administrative Procedures Act and the Idaho Department of Education.

Annual Policies for Review: from 1303

The following policies, procedures, and forms shall be reviewed annually by the Board School Board.

- 1600 - Code of Ethics for School Board Members
- 2200 - School Year, Calendar, and Instructional Hours
- 2420 - Parent and Family Engagement
- 2420P - Parent and Family Engagement Guidelines
- 3010 - Open Enrollment by Students Who Reside Within and Outside the District
- 3255 - Student Dress
- 3285 - Relationship Abuse and Sexual Assault Prevention and Response
- 3295 - Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
- 3300 - Drug Free School Zone
- 3320 - Substance and Alcohol Abuse
- 3330 - Student Discipline 3345 Use of Restraint, Seclusion, and Aversive Techniques for Students
- 3500 - Student Health/Physical Screenings/Examinations
- 3530 - Suicide
- 4210F1 - Fee Schedule for Community Use of School Facilities

7215 - Fund Accounting System
7240 - Programs for Indian Children
7240P - Federal Impact Funds
7305 - Investment of Funds
7500 - New Fees or Increase of Fees
7710 - Bond Continuing Disclosure and Certification Requirements
8170 - District-Owned Vehicles 8245 Unpaid School Meal Charges
8300P1 - Emergency and Disaster Preparedness
8320 - Fire Drills and Evacuation Plans
8520 - Inspection of School Facilities

If we keep policy 1303, this should be added to 1303. These policies will be printed and distributed to the Board at its annual meeting in January, even if these policies have been reviewed during the previous calendar year. At the regular February board meeting, the Board will indicate if the reviewed policies are acceptable in their current iteration or if they need to be reviewed in Policy Committee ('Committee') to address changes.

New Policies:

New policies are created to address legislative changes, to provide a positive educational environment, and to promote successful working conditions. The Clerk of the Board ('Clerk') or Superintendent shall bring suggestions to the Board, or a Trustee may bring suggestions to a board meeting, to begin the process for creating a new policy,

If the Board is in agreement with proceeding for the suggested policy, a draft is created and provided to the Clerk who will present the draft to the appropriate experts or stakeholders for input. The draft and its initial input will proceed to the Policy Committee (*see below*).

Policy Revisions:

Policies should be relevant and current, and may need to be revised based on changes in the District's day-to-day operations, the ongoing needs within the buildings, or based on legislative updates. A draft shall be created from the original policy to begin the revision process. The Clerk will present the draft to the appropriate experts or stakeholders for input. The draft and its initial input will proceed to the Policy Committee (*see below*).

Policy Reviews:

The Clerk will document any policy that hasn't been reviewed by the Board in more than three (3) years. If there are no changes needed based on the District's day-to-day operations, ongoing needs within the buildings, or any legislative updates, the Clerk shall present the policy to the Board for review at a meeting.

Policy Audit:

The Clerk is responsible for policy audits. Any discrepancies between what has been approved and what is posted on the website, within any policy, may be addressed by the Clerk outside of a Policy Committee meeting. The Clerk shall maintain a log of the audit process which will notate versions, changes made, and any other activity taken by the Clerk, with regard to the policy. The Clerk may also update policy format to maintain consistency and uniformity in policy presentation.

The Clerk shall provide a report to the Board at its regular meeting outlining all audit work that has taken place during the previous 30 days before the board meeting.

Policy Committee:

All draft policy document titles must contain the following: policy number, draft, policy name, and date initially presented to the Committee (i.e., 1300P - DRAFT - District Policy Procedure - 08.10.26). Context for the proposed changes will be placed at the top of the document in blue. The proposed changes will be added to the document in red.

The draft will be brought to the Committee to be read, discussed, and to provide any additional changes to create a document that is applicable and easily understood.

If the Committee needs clarification from stakeholders or other experts, those questions will be asked either in the Committee meeting (if the relevant persons are present) or before the next Committee meeting. Any clarification from stakeholders or experts that changes the language of the draft will be addressed at the next Committee meeting.

If the draft policy is not based on legal, fiduciary or legislative requirements, and the Committee has completed its review, the draft policy will be sent out for public input. After public input has been received, the draft policy will return to the Committee where all public input will be reviewed.

The Clerk is responsible for managing the progress for all policies from start to finish. All policies shall maintain consistent formatting and include links to relevant legal references.

Public Input:

Committee meetings are public meetings where any interested party is welcome to attend and contribute to discussions while reviewing draft policy documents.

Once the Committee is in agreement on the draft policy, the Clerk will create and distribute a public input form for the policy in question. Policies driven by legal, fiduciary or legislative requirements may not be sent for public input, as those requirements are not flexible or open to interpretation. The input process may still be utilized when the Committee would like to assess the general understanding of the policy language.

The draft policy and public input form are sent to staff, trustees and parents.

Once the proposed policy is on the agenda for a Board meeting, interested parties ~~including any Board member, citizen, or employee of the Board~~ may submit views, present data or arguments, orally or in writing, in support of or in opposition to **all proposed policies at the Board meeting pursuant to Policy 4105F.**

Board Action:

At a Board meeting, the proposed new or amended policy shall be presented in writing for review and discussion. ~~The Board will review the draft policy presented by the Committee. When expected to take action, the Board will be provided with the draft document with all markings, the current approved policy, all public input (which may be summarized but will be provided in its entirety), and the context in which the proposed changes were initiated. If a proposed policy has supporting policies (procedures, forms, etc.), all policies will be provided together. All documents will be on the agenda for the meeting.~~

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption. ~~The Board of Trustees may take action to send the policy back to Committee for additional changes or they may vote not to approve the policy.~~

The Board shall take action on all policies brought forward for review, even when no changes are made. The reviewed date shall be added to the policy when action was taken.

Policies, as adopted, ~~or~~ amended, **or reviewed**, shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the District's policy manual. ~~The current policy manual lives on the District's website and can be viewed at the District Office, in print. Policies of the District shall be reviewed annually by the Board.~~

Administrative Policy Procedures: from 1310

The Superintendent ~~and/or designee~~ shall develop **such** administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board. When a written procedure is developed, the Superintendent shall submit ~~it~~ **the procedure** to the Board as an information item. Such procedures need not be approved by the Board, though **the Board may suggest revisions** when it appears ~~that they are~~ **the procedure is** not consistent with the Board's intentions as expressed in its policies. ~~On controversial topics, the Superintendent may request prior Board approval.~~

Legal References:

[I.C. § 33-506](#) Organization and Government of Board of Trustees.

[I.C. § 33-512](#) Governance of schools

[I.D.A.P.A. 08.02.03.160](#) Rules Governing Thoroughness, Safe Environment, and Discipline