



**208.1PR DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICY  
PROCEDURE**

**I. POLICY REVIEW CYCLE**

- A. The policy committee shall review policies based on the established three year policy review cycle until completion in 2025.
- B. In December 2025, the board will evaluate the effectiveness of the three-year review cycle and determine if the process best serves the school district.
- C. MSBA model policies are the starting point for policy review;
- D. The objective of the review is to determine whether the policy is consistent with:
  - 1. Best practice;
  - 2. Strategic direction of the school district;
  - 3. Meets the needs of students, families, and staff.
- E. The policy committee chair shall coordinate with the superintendent/designee to ensure appropriate administrative staff are notified of the policy review cycle and are present during the appropriate policy committee meetings.

**II. ANNUAL REVIEW POLICIES**

- A. In accordance with state statute, the board must review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management.
- B. In addition, the board has determined that the following policies will also be reviewed on an annual basis:
  - 1. 406 Public and Private Personnel Data
  - 2. 410 Family and Medical Leave Policy
  - 3. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - 4. 415 Mandated Reporting of Maltreatment of Vulnerable Adults
  - 5. 515 Protection and Privacy of Pupil Records
  - 6. 524 Internet and Technology Acceptable Use and Safety Policy
  - 7. 524.1 Cell Phones and Electronic Devices
  - 8. 533 Wellness
  - 9. 613 Graduation Requirements
  - 10. 714 Fund Balance

### III. POLICY DEVELOPMENT

- A. Proposed policies and ideas shall be submitted to the policy committee chair and be placed on the agenda of the next policy committee meeting for consideration;
- B. Superintendent may request development of policies that best serve the needs of the school district.

### IV. POLICY ADOPTION

- A. The school board shall give notice of ~~recommended~~<sup>proposed</sup> policy changes ~~and or adoption of~~ <sup>proposal of</sup> new policies by placing the policy on the agenda for at least three ~~successive~~ regular board meetings in the following format:

1. Meeting 1= 1st Reading: red-lined version showing proposed changes
2. Meeting 2= 2nd Reading: red-lined version showing proposed changes
3. Meeting 3= 3rd Reading and Action Item: red-lined version showing proposed changes

Note: policy adoption is not required after the 2nd Reading. A policy may go between the board, administration, and the policy committee multiple times before the board adopts a policy.

- B. Any board member, employee, or public person may offer recommended amendments, comments, edits, and suggestions while a policy is on the agenda for the first, or second reading. Recommendations are welcome by the public and employees <sup>during the public</sup>~~during public~~ comments <sup>section during of regular</sup>~~of a regular~~ board meetings or by contacting the committee chair or the superintendent by telephone or email.

Board members are welcome to make recommendations during business meetings or work sessions when the policy is discussed or they may email the policy committee chair, superintendent, and administrative assistant for consideration at <sup>the next</sup> ~~a~~ policy committee meeting.

Note: As a general rule of practice please refrain from making grammatical, spelling, spacing, numbering, and general formatting suggestions during the board meeting, ~~;~~ these may be emailed to the policy committee chair who <sup>will ensure they</sup>~~may delegate these~~ corrections <sup>are which will be</sup> reflected <sup>before the next reading of the policy.</sup> ~~in the final policy, after the policy is adopted by the board.~~

- C. The vote on proposed policy changes shall take place when the policy is on the agenda as an action item/consent agenda. Note: A majority vote by the school board shall be required to amend, rescind, or adopt a policy. A policy shall take effect as of the date that board action was taken, unless otherwise specified in the text of the resolution or the wording of the motion.

- D. If adopted, an updated version of the policy will be added to the policy manual (District's website). The red-lined version of the policy shall be maintained in digital format in an archived folder on Google Drive for up to three years. Upon completion of a three year policy review cycle, all archived policies will be deleted.

**V. POLICY REVISIONS WITHOUT THREE READINGS**

- A. Revisions that are required due to a change in statute, rule, or other governmental mandate may be made through the consent agenda rather than through the three-reading process.
- B. Any board member may request for a policy to be removed from the consent agenda (no second or vote shall be required to effect the removal of a policy revision from the consent agenda to an individual action item) and request that it be considered using the three-meeting process (a second and a majority vote shall be required to move a policy revision to the three-reading process).
- C. Minor editorial updates that do not affect the substance of the policy (purpose, scope, policy statement) do not need to go through the formal approvals process. Examples of policy changes that do not require a first or second reading may include typographical corrections and statute nomenclature changes.