

**(DRAFT) The Board of Trustees
District Policy**

The Board of Trustees retains sole authority to adopt, amend, suspend, or rescind District policies. In formulating policy, the Board shall establish broad principles that authorize and guide the Superintendent and administrative staff to prepare and submit formal administrative recommendations. The implementation of such recommendations to specific programs, personnel, and activities is an administrative responsibility of the Superintendent and staff. All policies and related administrative recommendations shall conform to local, state, and federal law and comply with Idaho Department of Education regulations.

Adoption and Amendment of Policies

Proposed policy language based on administrative recommendations shall be presented in writing at a regular or special Board meeting for reading, discussion, and final vote. The Board may refer proposals to the Superintendent for further study before taking action. Interested parties—including any Board member, citizen, or employee—may present views, data, or arguments orally or in writing prior to the Board's vote. Temporary or emergency approval may be granted by majority vote at the meeting in lieu of formal policy to meet urgent conditions or special events.

Administration in Absence of Policy

When urgent circumstances arise for which no policy or guideline exists, the Superintendent is empowered to act to maintain District operations. The Superintendent shall inform the Board of such actions and the underlying administrative recommendations at the next regular meeting. Any decisions made under this authority shall be subject to Board review and formal policy adoption at the subsequent meeting.

Suspension of Policies

A policy may be suspended to accommodate administrative recommendations or emergency needs by a majority vote of the trustees present, provided that all trustees received written notice of the proposal and its purpose prior to the meeting. In the absence of prior notice, suspension requires unanimous consent of all trustees present. The Superintendent shall notify the Board in writing of the need to suspend a policy and the administrative rationale for doing so. Policy suspensions will be addressed at the next scheduled Board meeting.

Policy Manuals

The Board Clerk, in collaboration with the Superintendent, shall develop and maintain a current Policy Manual. The manual shall contain the most up to date version of the adopted policies

The manual shall be accessible electronically via the District website and in print upon request. All distributed copies remain District property and may be recalled at any time.

Legal References:

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

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