

Board Policy 1300: District Policy

Status:

Original Adopted Date: 4/25 | Last Reviewed Date:

The adoption of new policies and the revision and amending of existing policies shall be solely the responsibility of the Board of Trustees. The legislative and discretionary power and duty for establishing policy is the most important single function of the Board of Trustees of Minidoka County Joint School District No. 331. It is basic to all of the operations of the school system.

All policies shall conform to local, State, and federal laws as well as to the rules and regulations of the State Board of Education.

Adoption and Amendment of Policies

The Board may establish policy at any scheduled Board meeting. Proposed new policies and proposed changes in existing policies shall be introduced at a regular or special Board meeting.

The draft policy will also be available online for public comment.

Such proposals may be referred to the Superintendent for detailed study as needed prior to Board action on the proposal. The Board encourages the Superintendent to contact other experts to have potential policies researched. Interested parties, including any Board Member, citizen, or employee of the Board may submit views or present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District clerk.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of one reading in addition to the introduction in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be introduced in writing for discussion; and
2. The final vote for adoption may take place at the first reading not earlier than at the second reading of the of a particular policy. Policies may be held for additional readings at the discretion of the Board.

In the event approval of a new or amended policy requires more than one reading, Although approval of a new or amended policy may require a minimum of two readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken or the Board can take a majority vote to suspend the two-reading requirement for warranted circumstances.
vote to adopt the policy.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption. Each policy shall include the dates on which it was adopted and revised.

Policies as adopted or amended 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. Once a policy is adopted or amended, the Superintendent or their designee will finalize the approved draft and place the new or amended policy in the online policy manual.

Review of Policy

The Board acknowledges that it is necessary to periodically review and revise District policies. Revisions to policies will be consistent with effective schools' research, best educational practices, changes in law and administrative rules, and community and District philosophy.

Policies of the District shall be reviewed once every five years by the Board unless otherwise detailed in a specific policy.

Any policy may be reviewed if review of it is placed on the Board agenda in accordance with District policy. The Superintendent may recommend that the Board review any policy. The Superintendent shall consider employee, student, and community requests for the Board to review any policy.

Each regular Board meeting agenda may contain five to seven existing policies for review. The Superintendent, Board Chair, and the Vice Chair shall determine which policies to review as the agenda is prepared.

Policies may be presented for review as-is or with suggested edits clearly noted, and the meeting agenda will clearly note whether the policy is to be presented with proposed changes.

Recommended changes should be carefully reviewed by Trustee members, legal counsel, administration, and interested members of the District community. Such changes do not become the policy of the District until they are adopted by the Board.

Administration in Absence of Policy

In cases where action must be taken before the next Board meeting and where the Board has provided no policies or guides for administrative actions, the Superintendent shall have to power to act.

His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the Superintendent to inform the Board of such action and the need for policy.

Suspension of Policies

Under circumstances which require a waiver of a policy, policy may be suspended by a majority vote of the members present. In order to suspend a policy, all Trustees must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all Trustees present.

If this policy is suspended to allow for immediate adoption of a policy, the reason for doing so shall be included in the meeting minutes.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

The District's policies shall be made available on the District's website.

Legal References	Description
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-512	District Trustees - Governance of Schools
Cross References	
Code	Description
1303	Policies and Procedures to Review Annually