

## **Developing and Adopting Policy**

**BDA**

(See CM, CMA, GAA and JA)

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

### Drafting Policy

The superintendent shall draft all recommended policy changes, including new policy recommendations. The superintendent may involve appropriate staff members, patrons or students when revising or drafting new policy.

### Attorney Involvement

Board policies and rules shall be submitted to the legal counsel to determine their legality before they are submitted to the board.

### Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall develop a procedure to ensure appropriate dissemination and the destruction or removal of obsolete policies. One hard copy policy book shall be kept in the central business office. If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book. Current board-approved policies shall be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the web site to access current board policy.

### Historical Policy Files

The clerk shall keep a historical set of board policies which will reflect all revisions, amendments or other actions pertaining to every policy.

### Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

### Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent may recommend any necessary policy changes.

Adopted: 11/4/91

Revised: 10/21/09; 9/13/10, 7/22/24