

1 **Browning Public Schools**

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3 **Policy #1310**

4 Policy Name: *Adoption and Amendment of Policies*

5 Regulation: -----

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7 The formulation, adoption and revision of clearly articulated written policy will constitute the basic  
8 method by which the Board of Education of School District # 9 will exercise its leadership in the  
9 operation of the school system. The formal adoption of policies will be recorded in the minutes of the  
10 Board. Only those written statements so adopted and so recorded will be regarded as official Board  
11 policy.

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13 **General Principles:**

14 The Board endorses for use in this district the policy codification system of the Montana School Board  
15 Association. This system is to serve as a general guideline for policy dissemination and maintenance of  
16 the manual.

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18 All policies will be written, clearly defined and based on the Board’s educational priorities.

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20 Final policy decisions will be made only in open meetings conducted by the Board of Education.

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22 Policy statements, where appropriate, must include pertinent extracts from judicial decisions, legislation  
23 or collective bargaining agreements, as may affect the intent of the Board’s direction.

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25 The views of the administration, staff and community will be considered.

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27 **Policy Development Process:**

28 The Superintendent has an ongoing responsibility to advise the Board on policy matters and therefore  
29 will initiate policy statements for the Board’s consideration, as s/he may deem appropriate.

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31 Any Board member, by a carried motion, may initiate the preparation and/or amendment of a policy  
32 statement.

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34 The initiation motion must contain at least the main concepts that should be addressed in the subsequent  
35 policy statement that will be prepared by the superintendent.

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37 The Superintendent or his/her designee will conduct the necessary research to assure the integrity and  
38 legality of the resultant policy statement. S/he will also ensure that any proposed policy formulation is  
39 carried out through a systematic coordinated process that encourages involvement of the staff,  
40 community and external agencies. Proposed new policies and proposed changes in existing policies  
41 must be presented in writing for reading, discussion and adoption.

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43 Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of  
44 the Board when such action has been scheduled on the agenda of a regular or special meeting.

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46 To permit time for study of all new policies or amendments to policies and to provide an opportunity for  
47 interested parties to react, proposed policies or amendments will be presented as agenda items to the  
48 Board in the following sequence:

- 49  
50 1. Information item-distribution with agenda;

- 1           2.    Discussion item-first reading of proposed policy or policies; report from any Board or
- 2                    advisory committee assigned responsibility in the area; Board discussion and directions for
- 3                    any redrafting;
- 4           3.    Action item - second reading; discussion and adoption.

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6    Amendments may be proposed by Board members. An amendment will not require that the policy go  
7    through an additional reading except as the Board determines that the amendment needs further study  
8    and that an additional reading would be desirable.

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10   Policies will be effective upon the date set by the Board. The date will ensure that affected persons have  
11   an opportunity to become familiar with the requirements of the new policy prior to its implementation.

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13   Under unusual circumstances, the Board may temporarily approve a policy to meet emergency  
14   conditions. However, policy which is not created in conformance with the procedure outlined above  
15   may not be extended beyond the minimum timeline required to satisfy all aspects of the Board's policy  
16   adoption process.

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18   The Board may formulate and revise policy continually throughout the year. All policy will be  
19   reviewed on a regular basis by the Board of Trustees.

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21   The Superintendent will maintain a policy manual to be maintained containing all the written policies of  
22   the Board. Every administrator, as well as staff, students, and other residents, shall have ready access to  
23   District policies.

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25   **Suspension / Repeal of Policy**

26   Under circumstances, which require waiver of a policy, the policy may be suspended by a majority vote  
27   of the members present; provided however, that all trustees received written notice of the meeting and  
28   the notice includes a proposal to suspend the policies with an explanation of the purpose of such  
29   proposed suspension. If such proposal is not made in writing in advance of the meeting, the policies  
30   may be suspended only by a unanimous vote of all Trustees present.

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32   The Bylaws of the Board (i.e., those board policies which pertain to the internal operations of the Board)  
33   are subject to suspension/repeal only upon a three-fourths vote of all members of the Board at a meeting  
34   in which the call for the proposed suspension has been described in writing, or upon a unanimous vote  
35   of the entire board membership when such written notice has been not given.

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37   **Administrative Procedures**

38   The Superintendent shall develop such administrative procedures as are necessary to ensure consistent  
39   implementation of policies adopted by the Board.

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41   When a written procedure is developed, the Superintendent shall submit it to the Board as an  
42   information item.

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44   **Legal Reference:** 20-3-323 MCA District Policy and Record of Acts  
45                    10.55.701 ARM Board of Trustees

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47   **Policy History:**

48   Adopted on: 8/28/96  
49   Amended on: 6/30/97, 1/12/99, 3/26/14, 2/26/20