

Procedures for Policy 208: Development, Adoption and Implementation of Policies

I. Policy Adoption

- A. Except for policy actions to be taken on matters of unusual urgency, the adoption of School Board policies will follow this sequence, which will take place minimally at two regular or special meetings of the School Board:
 - 1. Announcement and distribution of proposed new or revised policies as an item of information.
 - 2. Opportunity offered to concerned groups or individuals to react to policy proposals.
 - 3. Discussion and final action by the School Board on policy proposals will be scheduled at least two weeks from the meeting at which policy proposals are presented for information.
 - 4. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has not control, the modified policy may be approved at one meeting at the discretion of the school board.

II. Policy Instructions

- 1. Prior to enactment, all policy proposals will be titled and coded as appropriate to subject and in conformance with the codification system used in the District Policy Manual.
- 2. Insofar as possible, each policy statement will be limited to one subject.
- 3. Policies and amendments to policies will be effective immediately upon adoption, unless a specific effective date is stated.

III. Policy Dissemination

- A. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Board and the District procedures needed to put them into effect.
- B. Policies will be accessible to all employees of the school system, to members of the School Board, and, as much as possible, to all persons in the District.
- C. All District Policy Manuals distributed to anyone will remain the property of the School Board and will be considered "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time.
- D. The District Policy Manual will be considered a public record and will be open for inspection at the District Office.

IV. Policy Review

- A. In an effort to keep its written policies current so that they may be used consistently as a basis for School Board action and administrative decision, the School Board will review its policies on a continuing basis.
- B. The School Board will evaluate how the policies have been implemented by District staff. It will rely on District staff, students, and community to provide evidence of the effect of the policies which it has adopted.
- C. The Superintendent is given the responsibility of calling the School Board's attention to all policies that are out of date or for other reasons appear to need revision.

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota