

THE BOARD OF TRUSTEES

1 District Policy

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3 Adoption and Amendment of Policies

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5 Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and
6 discussion at a regular or special Board meeting. Interested parties may submit view, present data or arguments,
7 orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to
8 a proposed policy or amendment, should be directed to the District Clerk prior to the final reading. The final vote
9 for adoption shall take place not earlier than at the second (2nd) reading of the particular policy. New or revised
10 policies that are required, or have required language changes based on State or Federal law, or are required changes
11 by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the
12 board agenda.

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14 All new or amended policies shall become effective on adoption unless a specific effective date is stated in the
15 motion for adoption.

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17 Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and
18 also shall be included in the District’s policy manual. Policies of the District shall be reviewed annually by the
19 Board at the regular June Board meeting.

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21 Policy Manuals

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23 The Superintendent shall develop and maintain a current policy manual which includes all policies of the District.
24 Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

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26 Suspension of Policies

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28 Under circumstances that require waiver of policy, the policy may be suspended by a majority vote of the trustees
29 present. To suspend policy, however, all trustees must have received written notice of the meeting, which includes
30 the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

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32 Administrative Procedures

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34 The superintendent shall develop such administrative procedures as are necessary to ensure consistent
35 implementation of policies adopted by the Board.

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

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40 Legal References: §20-3-323, MCA District policy and record of acts
41 10.55.701, ARM Board of Trustees

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43 Policy History:

44 Adopted on: February 2007

45 Revised on: February 15, 2011

46 Revised on: July 2013, January 2016

47 Timeline Index Entry: June

48

49 January 2016 revision note: Removed language about distributed manuals remaining property of the school. Added
50 Administrative Procedures section. Added language to allow adoption on first read if required by law AND noticed
51 as such.