

THE BOARD OF TRUSTEES

1 District Policy

2

3 Procedure for Maintenance of District Policy and Policy Manual

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5 The official copy of the policies of Jefferson High School District #1 is maintained as an  
6 electronic PDF (Adobe portable document file). The singular location for this official Policy  
7 Manual is on the JHS server and it is accessed via the JHS website on a page designated for this  
8 purpose in the district information section of the site.

9

10 Generally, each year the Board establishes a policy committee. The purpose of the committee is  
11 to review or construct policy additions or change proposals and make recommendations to the  
12 full Board for action.

13

14 The policy committee may develop its own methods for tracking and processing their work. This  
15 may include internet or other posting of materials, working copies of policy proposals and  
16 methods for incorporating public input in the process. All methods used by the committee will  
17 adhere to open meeting law requirements.

18

19 All policies that include a due date or other date-related requirement for the Board,  
20 administration, staff or other persons or entities will be listed on a “Board Timeline Index” which  
21 will follow the Master Index in the district policy manual.

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23 The procedure for processing policy proposals is:

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- 25 1. Committee meets as needed to review and research policy proposals and may revise or  
26 construct drafts of the policy proposals.
- 27 2. Proposed policy draft is submitted to the Superintendent to be included on the agenda at  
28 the next regularly scheduled board meeting. For policy changes, written drafts must be  
29 the current policy language with deleted language formatted with a strike through and  
30 new language underlined. The agenda item will include the policy number, title and a  
31 brief description of the proposal.
- 32 3. District Clerk disseminates proposed policy marked as “1st Reading Draft” to trustees.
- 33 4. If approved on 1st reading, the District Clerk incorporates any changes made on 1st  
34 reading in the draft policy with markup formatting and disseminates the updated draft to  
35 the Board marked as “2<sup>nd</sup> Reading Draft” and adds the proposed policy for 2nd reading to  
36 the agenda for the next regularly scheduled board meeting.
- 37 5. If approved on 2nd reading, the District Clerk incorporates any changes made on 2nd  
38 reading, removes the markup formatting, and emails the final approved policy Word  
39 document to the District’s provider of policy maintenance services, if any, as soon as  
40 possible but not more than ten (10) working days after approval.
- 41 6. Policy maintenance vendor adds the approved policy document to our word documents  
42 on their site, updates the Board Timeline Index if needed, and posts a new full Policy  
43 Manual PDF to our directory on their website. The file name of the official policy manual

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1 PDF will include the date and time the file was generated. Example: Jefferson High  
2 School District Policies–20110610-1259pm.pdf

3 7. District Clerk downloads the updated PDF and posts it to the JHS website. The District  
4 Clerk moves the former versions of the official policy manual to a linked page on the site  
5 where they will be maintained for historical purposes.

6 8. If the District does not use a policy maintenance service, then the District Clerk will  
7 update the PDF file locally.

8  
9 Administrative Procedures

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11 The goals of written administrative procedures are:

- 12
- 13 - A clear understanding and expectation of how recurring important tasks are done
- 14 consistently and well within the district is shared among administration, staff, students,
- 15 trustees and the public, and
- 16 - Achievement of district goals is enhanced through communication and implementation of
- 17 procedures tied to goals, and
- 18 - Transitions between former and new staff are improved less time is spent “reinventing
- 19 the wheel.”
- 20

21 To this end, the Superintendent shall develop and maintain administrative procedures in such a  
22 way that:

- 23
- 24 1. An electronic manual of procedures is created and maintained by the district office under
- 25 the direction of the superintendent and available in PDF format to the public upon
- 26 request.
- 27 2. Any recurring task for which it is important that the task be done consistently and in a
- 28 certain manner has a written procedure in the procedure manual.
- 29 3. A timeline index is created and maintained as part of the procedures manual.
- 30 4. Each procedure clearly identifies the need for the task, the steps involved, who is
- 31 responsible, when the task must be done, any measurements for success that are
- 32 appropriate and a reference to any corresponding district goals or policy.
- 33 5. The manual uses a style, format and numbering scheme, consistent with the District
- 34 policy manual.
- 35

36 Policy History:

37 Adopted on: August, 14 2012

38 Revised : January 2016

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40 January 2016 Revision Note: Moved Administrative Procedure from 1312P to 1310P when 1312  
41 was incorporated into 1310