

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**208 DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES****I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. DEFINITION

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies shall define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action. All employees are responsible to implement and comply with school board policies in a conscientious and professional manner.

III. GENERAL STATEMENT OF POLICYDevelopment of Policy

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or citizen of the school district. Proposed policies or ideas shall be submitted to the superintendent or school board chair for review prior to possible placement on the school board agenda. The superintendent will be responsible to provide for regular policy revisions or new policies to be recommended to the school board.

Adoption of Policy

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings for a first and second reading. The proposals shall be read and public comment will be allowed during two meetings prior to final school board action. (Example: Work session, regular meeting, work session, regular meeting (vote)). The exception will be the mandatory annual policies. They will be reviewed at a June meeting and approved at the regular meeting in July. If an annual policy is currently under review that will follow the normal process as stated above.
- B. Action to approve a policy may be taken at the second reading at the discretion of the school

board. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board. The policy will be effective on the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. 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 no control, the modified policy may be approved at one meeting at the discretion of the school board.

Implementation of Policy

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. It shall be the responsibility of all employees to keep informed about and to implement school board policies.
- B. Each school board member shall have access to the policy manual. Manuals shall be available in the DSC and made available for reference purposes to employees and other interested persons.
- C. The superintendent, or designee, shall be responsible for keeping the district policies current.
- D. The school board shall review policies on a regular basis. The superintendent shall be responsible for developing a system of periodic review.
- E. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy
- F. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

School Board Adoption: July 13, 2020

An Equal Opportunity School District