

POLICY ADOPTION

Except for policy actions to be taken on emergency measures, the adoption of Board policies shall follow this sequence which will take place at least at two regular or special meetings of the 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 Board on policy proposals.

The final vote to adopt or not to adopt shall follow by at least four weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Minor Modification of Policy

When only minor modification or revision is needed to ensure accuracy and correctness, the above policy adoption procedures may be waived. The policy will be considered to be adopted in its new form upon action of the Board without a four-week waiting period. For example, it is envisioned that the Board will waive the above policy adoption procedures for minor changes in policy language and/or the changing of legal reference citations and so on.

Emergency Procedure

On matters of unusual urgency, the Board may waive the four-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Law, Philosophy and Enforcement

The Board will make every effort to ensure that its policies conform to the higher supremacy of state and federal laws, including the provisions of State and U.S.. Constitutions. Questions concerning the legality of any policy should be addressed to the office of the Superintendent. Further, while it is not feasible to reiterate the principles of the board-adopted educational philosophy into language of each and every policy statement, it is to be assumed that the spirit of this document will prevail in the implementation of all policies. Finally, the Board expects compliance with its formally adopted policies. Failure to comply will be considered cause for disciplinary action.

Review and Revision of Policy

The Board shall, at least once every three years, review the policy statements in the board policy manual. Once the policy has been reviewed, even if no changes were made, a notation of the date of review shall be made in the policy manual.

LEGAL REFERENCE: Code of Iowa, Chapter 279.8; Iowa Admin. Code 12.3(2)
DATE OF ADOPTION: October 11, 1989
DATE OF REVIEW: November 19, 2007
DATE OF REVISION: