

Wabasha-Kellogg Public Schools Policy

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 ongoing.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure that the School District 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 should define the desire and intent of the School Board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT 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 District's ~~written~~ policies provide guidelines and goals **to the school community**. The policies ~~shall be~~ **are** the basis for the formulation of guidelines and directives **created** 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 ~~member~~ **resident** of the School District. Proposed policies or ideas shall be submitted to the School District Policy Committee for review prior to possible placement on the School Board agenda.

IV. 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. The proposals shall be distributed and public comment will be allowed at both meetings prior to final School Board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the School Board **at a meeting after the two meetings at which public input was received**. The policy will be effective on the latter of the date of passage or 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 **at a single meeting**. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The ~~emergency~~ policy **adopted in an emergency** 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 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.~~ 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.

V. 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 procedures** and directives to provide greater specificity and consistency in the process of implementation. These **guidelines procedures** and directives, including employee and student handbooks, shall be subject to annual review and approval by the School Board.
- B. A policy manual will be maintained and posted on the School District Website.
- C. It shall be the responsibility of the superintendent to ensure that the policy manual is kept current. ~~The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.~~
- D. 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:
 - 214 Out-of-State Travel by School Board Members;
 - 410 FMLA;
 - 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;
 - 516 Student Medication;
 - 522 Student Sex Nondiscrimination;
 - 524 Internet Acceptable Use and Safety Policy;
 - 525 Violence Prevention (Applicable to Staff and Students),
 - 526 Hazing;
 - 533 Wellness;

612.1 Title I Parent Involvement;
722 Public Data Requests
806 Crisis Management Policy
902 Facility Use

- E. 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.

Legal References: Minn. Stat. § 123.33, Subd. 1 (School Boards Powers)
Minn. Stat. § 123.35, Subd. 1 (School District Powers)

Cross References: Wabasha-Kellogg Policy 305 (Policy Implementation)