

Policy Adoption, Manuals, and Administrative Procedures

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interest of the District, or the policy or change is minor in nature, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. If the only update to the policy is a revision to the legal references, Board approval is not necessary. The references are provided for technical assistance only and do not impact the substance of the policy.

Any written statement by any person relative to a proposed policy or amendment should be directed to the Board Secretary (Superintendent) prior to the second reading. The Board may invite oral statements from staff members or patrons as an order of business.

When the Board of Directors is considering a District policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the District, the proposed policy shall be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The Board of Directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the District. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual.

District policies and administrative procedures apply to the staff of the District except where expressly provided to the contrary by law or by written agreement. The Board's operational and managerial responsibilities include the right to enforce the rules and regulations now in effect and to establish new rules and regulations not in conflict with laws or existing written agreements.

Policy Manual

The Superintendent shall develop and maintain a current policy manual which contains the policies and procedures of the District.

The manual is intended both as a tool for District management as well as a source of information to patrons, staff, and others about how the District operates. A manual shall be available in the Superintendent's Office. Copies of the policies, procedures, and forms contained in the policy manual shall also be available on the District's web site for the ready access and use by staff, students, and patrons.

