



POLICY ADOPTION, MANUALS AND ADMINISTRATION PROCEDURES

Policy Adoption, Manuals and Administration 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 interests of the district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or patrons as an order of business.

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.

Policy Manuals

The superintendent shall develop and maintain a current policy manual which contains the policies 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. To that end each administrator shall have ready access to the manual. In addition a manual shall be available in each school library and such other places as the superintendent may determine for the use of staff, students and patrons.

All policy manuals distributed to anyone shall remain the property of the district. They shall be subject to recall at any time.

Administrative Procedures

The superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent shall submit it to the board as an information item. Such procedures need not be approved by the board, though it may revise them when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; though on controversial topics, the superintendent may request prior board approval.

Legal References:

RCW 28A.320.010
RCW 28A.320.040
WAC 180-16-240(h)

Corporate powers
Directors--Bylaws
Supplementary program standards