

1 **Bainville K-12 Schools**

2
3 **THE BOARD OF TRUSTEES**

1310

4
5 District Policy and Procedures

6
7 Adoption and Amendment of Policies

8
9 Proposed new policies and proposed changes to existing policies shall be presented in writing for reading
10 and discussion at a regular or special Board meeting. Interested parties may submit views, present data or
11 arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement
12 by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to
13 the final reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of
14 the particular policy. **[New or revised policies that are required, or have required language changes
15 based on State or Federal law, or are required changes by administrative rule, may be adopted
16 after the first (1st) reading if sufficient notice has been given through the board agenda.]**
17

18 All new or amended policies shall become effective on adoption, unless a specific effective date is stated
19 in the motion for adoption.

20
21 Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was
22 taken and also shall be included in the District’s policy manual. Policies of the District shall be reviewed
23 on a regular basis.

24
25 Policy Manuals

26
27 The Superintendent shall develop and maintain a current policy manual which includes all policies of the
28 District. Staff, students, and other residents shall have ready access to District policies.

29
30 Suspension of Policies

31
32 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of
33 the trustees present. To suspend a policy, however, all trustees must have received written notice of the
34 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such
35 proposed suspension.

36
37 Administrative Procedures

38
39 The Superintendent shall develop such administrative procedures as are necessary to ensure consistent
40 implementation of policies adopted by the Board.

41
42 When a written procedure is developed, the Superintendent shall submit it to the Board as an information
43 item.

44
45 Legal References: § 20-3-323, MCA District policy and record of acts
46 10.55.701, ARM Board of Trustees

47
48 Policy History:

49 Adopted on:
50 Reviewed on: 2/25/08
51 Revised on: Fall 2003, 04/09/14, 2/11/15