

Northshore School District

BOARD POLICY

No. 1310

THE BOARD OF DIRECTORS

Adoption and Amendment of Policies

Written policies are necessary to ensure that the district's operating procedures are consistent and efficient. They provide guidelines for both board and staff action. They are the best assurance to the public that decisions are based upon established principles and not personalities.

The board adopts the definition of policy developed by the National School Board Association:

"Policies are principles adopted by the school board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions to school district personnel."

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 secretary of the board 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 interests of the district. No further action is required. All new or amended bylaws and 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 also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

Cross Reference:

WSSDA Policy No. 1310, Policy Adoption, Manuals and Administrative Procedures

Legal Reference:

RCW 28A.320.010 Corporate powers

RCW 28A.320.040 Bylaws for board and school government

Adopted by the Board: October 26, 1992

Reaffirmed: 11/27/01; 2/13/07

Revised: 1/24/12