

## Policy Adoption and Revision, and Administrative Procedures

Policies and procedures of the District should prioritize the needs of and positive outcomes for all students; and they should reflect and promote the mission, vision, and values of the District, as well as its commitment to equity and accountability. When developing policies and procedures, the Board and District should consider, among other factors, relevant District data, input from relevant stakeholders, research-backed best practices, and responsible and sustainable use of resources.

If a new or updated policy or procedure is expected to take time to enact and will not be fully applied on the date of its passage, a clear timeline should be provided for implementation of the updated or new policies or procedures.

### Policy Adoption

Proposed new policies and proposed changes in existing policies will be presented in writing to the Board for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the district, the vote for adoption will 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 community members 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 will 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.

When policies are brought to the Board for review or official reading, the sponsor (usually a Board Committee) should identify the reason for creating or updating the policy, a summary of the changes made or key elements included if new policy, and documentation of a critical criteria. For first reading of an updated policy, the sponsor should also provide a marked-up version of the policy that shows clearly the proposed changes compared to the existing policy. For second and any subsequent readings, the sponsor should provide a summary of feedback provided at the previous reading, a concise summary of changes made since that reading, any significant updates related to critical criteria, and a marked-up version of the policy that shows clearly both what is being changed from the current policy and, differentiable from that, what has been updated since the prior reading.

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

provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken on the policies and will 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.

Policies will continue from year to year and Board to Board until and unless the Board changes them.

### **Policy Creation and Updating Guidelines**

When creating and editing policies, the Board will apply the following guidelines to the extent practical:

- Policies will repeat law only when required by law or when it serves a useful tutorial purpose.
- Policies will generally avoid vague introductory language (i.e., they will err on the side of brevity).
- Policies will avoid general philosophical language except when that language imposes an implied requirement on the district.
- Policies will not include language that imposes requirements on outside agencies (e.g., some WSSDA model policies seem to impose requirements on King County, State of Washington, etc.).

### **Policy Maintenance and Review**

Board Committees, consistent with Policy 1240 and Procedure 1240P, will coordinate policy updates, new policies, and other changes to Board policies. As part of each Board committee's annual plan, each committee must establish a prioritized list of policy work that it plans to address that school year. Board committees should put students first and consider the following to establish their policy priorities for the year:

- District vision, mission, and values in service (see policies 0100, 0110 & 0120)
- District commitment to equity and accountability (see policy 0130)
- District strategic and annual plans and goals
- New and updated state and federal laws that impose new or changed requirements on the district
- Policies that have not provided adequate clarity of expectations to the District as evidenced by feedback from the Superintendent or by implementations that are inconsistent with Board policy understanding or expectations.
- Available time and resources to develop and implement policy changes consistent with District values and commitments, including procurement and consideration of stakeholder input.

In addition to each committee's annual policy priorities, Board committees will review all WSSDA model policy updates in their specified policy areas at least once per year to determine what changes may be relevant to District students and priorities. Committees should include time in their work plans

to minimize disruption from model policy updates to each committee's prioritized policy work.

The Superintendent or designee(s) will bring to each relevant Board committee's attention any needs they have identified for changes in each policy area in time for consideration when each Board committee is prioritizing its policy plan for the year. Specifically:

- The Superintendent or designee(s) will coordinate reviewing changes to state and other relevant laws and best practices and will recommend changes to Board committees.
- The Superintendent or designee(s) will also coordinate identifying any policy changes needed to enable implementation of the District's annual and strategic plans.

Should the Superintendent or designee(s) identify any needed changes after the Board committee policy priority plans have been set for the year, they should work with the relevant Board committee(s) to determine if the committee(s) recommend changes to the policy plan for the year. If a committee recommends changes to the policy priorities for the year, they must present an updated plan to the Board for approval. If the Board does not approve changes, committees may consider the recommendations in their plans for the next school year.

The Board committee responsible for maintenance of the policy 0000 series (see 1240/1240P) will work with the Superintendent or designee to create a scalable and sustainable policy workflow process and will create and maintain a procedure (0200P) to document this process. This process will be used by all Board Committees and any individual Board Directors for creating and updating Board policies.

## **Policy Manual**

The Superintendent will develop and maintain a current online policy manual on the District's website which contains the policies of the district. This includes both published versions and internal editable versions to use for any future changes. Online policies will be made available in a way that provides ready access to related administrative procedures. The District will maintain an archive of all policies and policy revisions approved by the Board.

The manual is intended as a tool for district management as well as a source of information to community members, staff and others about how the district operates. The Superintendent will ensure that the policy manual is able to be recovered in case of loss due to disaster.

## **Administrative Procedures**

The Superintendent or designee will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board, with the exception of the 0000 and 1000 series procedures, which will be reviewed and revised as needed by the Board, occasionally with assistance and input from the Superintendent or designated staff. On occasion, the Board may specify in a 0000 or 1000 series policy that the Superintendent will create and maintain part or all of a procedure for that policy. Regardless of whether created or updated by the Board or the Superintendent, when a procedure in the 0000 or 1000 series is created or updated, the Board must vote to approve.

When a written procedure in any other series of policies is created or updated, the Superintendent will submit the new or updated procedure to the Board as an information item at the next regularly

scheduled meeting. Such procedures need not be approved by the Board, though the Board may request a revision when it appears that a procedure is not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance; however, on topics of significant community interest, the Superintendent or designee may request prior Board consultation. All administrative procedures will be posted on the district website in a timely fashion.

Cross References:

Policy 1240

Committees

Legal References:

RCW 28A.320.010

Corporate powers

RCW 28A.320.040

Directors — Bylaws for Board and school government

RCW 42.30.060

Ordinances, rules, resolutions, regulations, etc., adopted at public meetings —  
Notice— Secret voting prohibited

**Adoption Date: 07.03.12**

**Bellevue School District**

**Revised: 11.19.13; 10.17.17, 09.04.18, 11.05.19, 06.02.20**