

## Policy Adoption and Revision, ~~Manuals~~ and Administrative 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.

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.

### Policy Creation 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

The board Policy Committee will coordinate policy updates, new policies, and other changes to board policies. As part of its work, this committee will ~~regularly~~ review all WSSDA model policy updates to determine what changes may be relevant to BSD policies on a regular basis, and at a minimum, once a year. ~~The committee will review these updates at least once per year.~~

The Superintendent or designee will ~~serve as a member of the board Policy Committee~~ appoint a district staff member to the board committee. ~~The Superintendent or designee~~ ~~The district staff member~~ will be the primary contact for the board. The Superintendent or designee will ~~staff member will~~ coordinate ~~district staff~~ reviewing changes to state and other relevant laws and best practices, and will recommend changes to the board policy committee.

### Policy Manuals

The superintendent will develop and maintain a current online policy manual on the District's website which contains the policies of the district. 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.

Formatted: Font color: Accent 2

The manual is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates. ~~To that end, each administrator will have ready access to the manual.~~ ~~In addition, a~~ A manual will be available on the district website for the use of staff, students and community members. ~~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 1000 series procedures, which will be reviewed and revised only as needed by the board.

When a written procedure is developed, the superintendent will submit it 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 ~~controversial topics~~ 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