

POLICY – ADOPTION, MANUALS AND ADMINISTRATIVE PROCEDURES 1310

Policy Adoption

Proposed new administrative policies and proposed changes in existing administrative policies will be presented in writing for required approval at a School Board Meeting in accordance with the Policy Governance Structure adopted by North Thurston Public Schools.

Policy Governance policies will follow a two-step process for reading, discussion and approval. The first reading will occur at one meeting for reading and discussion. The second reading will occur at the subsequent meeting for reading, discussion and approval. In the event that immediate action on a proposed Policy Governance policy is necessary, the motion for its adoption will provide 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 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 Manuals

The superintendent will develop and maintain a current policy manual which contains the policies of the district.

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 manual will be available as the superintendent may determine for the use of staff, students and community members.

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

Administrative Procedures

The superintendent will 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 will submit it to the board as an information item. Such procedures need not be approved by the board, though the board may request a revision 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; however, on controversial

topics, the superintendent may request prior board consultation.

Legal References: RCW 28A.320.010 Corporate powers

 RCW 28A.320.040 Bylaws for board and school government

 RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice— Secret voting prohibited

Adopted:	November 18, 1985	North Thurston Public Schools Board of Directors
Reviewed:	October 20, 2009	North Thurston Public Schools Board of Directors
Amended:	September 15, 2009 May 4, 2010 September 20, 2016 January 9, 2018	North Thurston Public Schools Board of Directors