

## **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the governing board and provide the means for it to continue to be an ongoing effort.

### **II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the governing board and should be in a form which is sufficiently explicit to guide administrative action.

### **III. DEVELOPMENT OF POLICY**

- A. The governing board has jurisdiction to legislate policy for the Carver-Scott Educational Cooperative with the force and effect of law. Governing board policy provides the general direction as to what the governing board wishes to accomplish while delegating implementation of policy to the administration.
- B. The governing board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The governing board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a governing board member, employee or student of the Carver-Scott Educational Cooperative. Proposed policies or ideas shall be submitted to the executive director for review prior to possible placement on the governing board agenda.

### **IV. ADOPTION OF POLICY**

- A. The governing board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two governing board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final governing board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the governing board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the governing board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in

the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The governing board shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified because of a legal change over which the governing board has no control, the modified policy may be approved at one meeting at the discretion of the governing board.

## V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the executive director to implement governing board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the governing board.
- B. Each governing board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the executive director, employees designated by the executive director, and individual governing board members to keep the policy manuals current.
- D. The governing board shall review policies at least once every three years. The executive director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the governing board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; and 616 School District System Accountability.
- E. When there is no governing board policy in existence to provide guidance on a matter, the executive director is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the Carver-Scott Educational Cooperative. Under such circumstances, the executive director shall advise the governing board of the need for a policy and present a recommended policy to the governing board for approval.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

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