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5 District Policy and Procedures

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7 The policies contained in this manual are adopted, implemented, and enforced in accordance  
8 with the supervisory authority vested with the Board of Trustees in accordance with Article X,  
9 Section 8 of the Montana Constitution and related statues, regulations and court decisions.

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11 Adoption and Amendment of Policies

12 Proposed new policies and proposed changes to existing policies shall be presented in writing for  
13 reading and discussion at a regular or special Board meeting. Interested parties may submit  
14 views, present data or arguments, orally or in writing, in support of or in opposition to proposed  
15 policy. Any written statement by a person, relative to a proposed policy or amendment, should be  
16 directed to the District Clerk prior to the final reading. The final vote for adoption shall take  
17 place not earlier than at the second (2<sup>nd</sup>) reading of the particular policy. New or revised policies  
18 that are required, or have required language changes based on State or Federal law, or are  
19 required changed by administrative rule, may be adopted after the first (1<sup>st</sup>) reading if sufficient  
20 notice has been given through the board agenda.

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22 All new or amended policies shall become effective on adoption; unless a specific effective date  
23 is stated in the motion for adoption.

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25 Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which  
26 action was taken and also shall be included in the District's policy manual. Policies of the  
27 District shall be reviewed on a regular basis.

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29 Policy Manual

30 The Superintendent or designee, shall develop and maintain a current policy manual which  
31 includes all policies of the District. Every administrator, as well as staff, students, and other  
32 residents, shall have ready access to District policies.

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34 Suspension of Policies

35 Under circumstances that require waiver of a policy, the policy may be suspended by a majority  
36 vote of the Trustees present. To suspend a policy, however, all Trustees must have received  
37 written notice of the meeting, which includes the proposal to suspend a policy and an explanation  
38 of the purpose of such proposed suspension.

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40 Administrative Procedures

41 The Superintendent or designee, shall develop such administrative procedures as necessary to  
42 ensure consistent implementation of policies adopted by the Board.

1 When written procedure is developed, the Superintendent or designee will make it available to  
2 the Board as information item.

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4 Legal Reference:

5 Article X, Section 8 Montana Constitution  
6 §20-3-323, MCA District policy and record of acts  
7 10.55.701, ARM Board of Trustees

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9 Policy History

10 Adopted on: July 1, 2000  
11 Revised on: November 25, 2013  
12 Revised on: November 11, 2019  
13 Revised on: May 24, 2021