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5 District Policy and Procedures

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7 Adoption and Amendment of Policies

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

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

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

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25 Policy Manual

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

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30 Suspension of Policies

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

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36 Administrative Procedures

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

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

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1 Legal Reference:
2 §20-3-323, MCA District policy and record of acts
3 10.55.701, ARM Board of Trustees
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5 Policy History
6 Adopted on: July 1, 2000
7 Revised on: November 25, 2013
8 Revised on: November 11, 2019