

1 **1310 THE BOARD OF TRUSTEES**

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3 District Policy

4 **Adoption and Amendment of Policies**

5 Proposed new policies and proposed changes in existing policies shall be presented in writing for  
6 reading and discussion at a regular or special Board meeting. Interested parties may submit views,  
7 present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any  
8 written statement by a person relative to a proposed policy or amendment should be directed to the  
9 District Clerk prior to the second reading. The final vote for adoption shall take place not earlier than  
10 at the second reading of the particular policy.

11 All new or amended policies shall become effective upon adoption, unless a specific effective date is  
12 provided in the motion for adoption.

13 Policies as adopted or amended shall be made a part of the minutes of the meeting at which action  
14 was taken. Policies of the District shall be reviewed on a regular basis by the Board.

15 **Policy Manuals**

16 The Superintendent shall develop and maintain a current policy manual which contains the policies of  
17 the District. Each administrator, as well as staff, students and school board members, shall have ready  
18 access to the current policy manual. All policy manuals distributed to anyone shall remain the property  
19 of the District. They shall be subject to recall at any time. A current version of all district policies are  
20 available on the district website.

21 **Suspension of Policies**

22 Under circumstances which require a waiver of a policy, the policy may be suspended by a majority  
23 vote of the members present. In order to suspend a policy, all trustees must have received written  
24 notice of the meeting which included a proposal to suspend the policies with an explanation of the  
25 purpose of such proposed suspension. If such a proposal is not made in writing in advance of the  
26 meeting, the policies may only be suspended by a unanimous vote of all trustees present.

27 Legal References:

28 § 20-3-323, MCA District policy and record of acts

29 10.55.701, ARM Board of Trustees

30 Policy History:

31 Adopted on: July 1, 2000

32 Revised on: November 25, 2013