

## POLICY ADOPTION

The Bonneville Joint School District No. 93 Board of Trustees acknowledges its sole responsibility to determine policy to govern the operation of the District schools consistent with Idaho State Code, Federal laws, and rules and regulations of the Idaho State Board of Education. Therefore, the adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board of Trustees.

### 1. New and Revised Policy

- a. Recommendations for new policy or revisions to existing policy may be proposed by the Board of Trustees, members of the Board of Trustees, Superintendent of Schools, District administrators, teachers, students, and patrons.
- b. Any and all recommendations and/or suggestions shall be provided to the Superintendent/designee, and must arrive in the District Office no later than eight (8) calendar days preceding a regularly scheduled Board meeting.
- c. The Superintendent/designee will review any proposed policy or proposed change in an existing policy and gather any necessary data for Board members.
  - i. The Board encourages the Superintendent/designee to contact other experts to have potential board policy researched.
  - ii. Any relevant data will accompany the agenda for the next regularly scheduled meeting.
  - iii. If time constraints preclude gathering the necessary data, the Superintendent/ designee may hold the proposed policy for further evaluation until the second regularly scheduled meeting following its receipt.

### 2. Policy Readings

- a. When necessary to permit time for study of all new and/or revised policies, proposed policies will be presented at three (3) separate School Board meetings in the following sequence:
  - i. **Initial Proposal:** Proposed new or revised policies will be placed on the School Board's Regular Meeting Agenda or may be introduced at a Special Meeting or Work Session.

1. The Superintendent/designee will give an overview of the background and intent of the recommended policies.
  2. Normally, the Board will take no action at this meeting but, it always has the authority to decide whether to move any proposed policies directly to **First Reading** or **Second Reading**, or to retain them in **Initial Proposal**.
  3. The representative organization for the teachers will have the opportunity to review new and revised policy submitted for Initial Proposal.
- ii. **First Reading:** The **First Reading** will occur at the next regularly scheduled School Board meeting following the **Initial Proposal**.
1. Proposed policies will be placed on the Board's Agenda and designated as Action Items.
    - a. The Superintendent/designee will give a brief overview of the policies and amendments explaining any recommendations for changes or redrafting.
    - b. The Board may ask for additional information, discuss any of the proposed policies, or give the Superintendent/designee directions for redrafting or additional clarification.
    - c. After review of all input, the Board may call for a **Second Reading** and move proposed policies into 30-day review to provide the public and school employees time to review the proposed policies and provide input on the recommendations.
    - d. Proposed policies in 30-day review shall be published on the District Website.
    - e. Copies shall be sent to the president of the representative of the certified employees of the District as an email attachment by the Clerk of the Board.
    - f. Principals will be notified of proposed policies in 30-day review.
    - g. All suggestions or reactions to policies arising from 30-day review must be submitted in writing to the Superintendent's/designee's office not later than eight (8) days preceding the next regularly scheduled

## Board meeting.

- iii. **Second Reading:** Proposed policies will be placed on the Board's Agenda and designated as action items. The Superintendent/designee will give a brief overview of the policies and explain any recommendations for changes or redrafting. The Board may discuss the policies and ask for additional information.
  1. The Board will review all input and the chairperson will then call for a motion to do one of the following:
    - a. approve proposed new policies or revisions;
    - b. return any proposed policy or revision for redrafting;
    - c. postpone any proposed policy or policy revision; or
    - d. reject any proposed policy or revision.
  2. At the discretion of the Board, certain revisions and/or amendments presented at the **Second Reading** shall not require that the policy go through an additional reading, except as the Board determines such revisions and/or amendments need further study and that an additional reading would be desirable.

**3. Policies Returned for Revision**

- a. All policies returned for revision shall be remanded to the Superintendent/designee for thorough evaluation and subsequent change and reintroduction.
- b. The Board will determine how the policy will be reintroduced using the following guidelines.
  - i. Policies needing minor editing, amendments, or changes will not require a repetition of the sequence, as outlined in **Initial Reading** and **First Reading**. Such policies will be considered in **Second Reading** when reintroduced to the Board.
  - ii. Any policy returned to the Superintendent/designee for reconsideration requiring major revisions and/or a new focus shall be reintroduced back to the Board in **Initial Proposal**.

**4. Temporary Approval**

- a. Temporary approval may be granted by the Board in lieu of formal policy in order to meet emergency conditions or special events which will take

place before formal action can be taken.

**5. Adoption of Legal Changes**

- a. If a policy is added or revised because of a legal change over which the Board has no control, at the Board’s discretion, the policy may be approved at one meeting.

**6. Adoption of Formatting and Consistency Changes**

- a. If a policy is revised to correct a typographical error, to correct a change in document name or number, to add or correct references or previously approved changes to definitions, at the Board’s discretion, the policy may be approved at one meeting.

**7. Effective and Adoption Dates**

- a. All new or amended policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.
- b. The adoption date shall be the date of the regular meeting in which the policy was given Board approval.

**8. Recording and Placement**

- a. Policies as adopted or amended shall be made part of the minutes of the meeting where the action was taken.
- b. Adopted policies shall be placed in the official policy manual of the District and in the online policy manual on the District’s website.

Adopted:	09-14-1983	Reviewed:	Revised:	12-08-2004
				03-11-2009
				05-09-2012
				10-10-2012
				06-08-2016
				10-12-2023

Legal Reference: Idaho Code § 33-506 Organization and  
 government of Board of Trustees.  
 Idaho Code § 33-512 Governance of schools