

Great Falls School District

## **THE BOARD OF TRUSTEES**

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### District Policy and Procedures

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

### Adoption and Amendment of Policies

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

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

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

### Policy Manual

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

### Suspension of Policies

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

### Administrative Procedures

The Superintendent or designee shall develop such administrative procedures as necessary to 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. Such regulations need not be approved by the Board, though they  
3 may be revised when it appears that they are not consistent with the Board's intentions as  
4 expressed in its policies. On controversial topics, the Superintendent may request prior Board  
5 approval.

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7 Legal Reference:

8 Article X, Section 8 Montana Constitution  
9 §20-3-323, MCA District policy and record of acts  
10 10.55.701, ARM Board of Trustees

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12 Policy History

13 Adopted on: July 1, 2000  
14 Revised on: November 25, 2013  
15 Revised on: November 11, 2019  
16 Revised on: May 24, 2021  
17 Revised on: January 27, 2025