



## **Board of Directors - Series 1000**

### **Policy Adoption, Manual and Administrative Procedures - 1310**

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading, discussion and/or adoption. The Board may invite oral or written statements from staff members or others as an order of business.

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

When the Board is considering a District policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the District, the proposed policy shall be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW.

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

#### **Policy Manual**

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District.

A policy manual distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though the Board may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies.

#### **Legal References:**

RCW 28A.320.010	Corporate powers
RCW 28A.320.040	Directors--Bylaws

**Adopted:** 09/2000  
**Revised:** 04/08/04  
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