

## POLICY ADOPTION

1. Policy Initiation. Any person residing in or employed by the school district may suggest policies by providing a statement of need in writing to the Superintendent or Board Chair.
2. Policy Development. The Board, acting as a whole or through a policy committee, will seek appropriate public comment and administrative guidance as it considers proposals for policy development or revision.
3. Committee Make-up. The Board will make every effort to include representation on the committee from the teaching staff, support staff, parents, administration and School Board.
4. Comment and information will be sought in the following areas:
  - a. The effect of proposed policy on administrators, students, teaching staff and the community.
  - b. The fiscal consequences of the proposed policy.
  - c. The specific need for the policy.
  - d. Samples of similar policies of other boards.
  - e. Applicable provisions of state and federal law.
  - f. The anticipated costs, benefits, and ability of implementing, enforcing and evaluating the proposed policy.
5. Warnings. No policy will be adopted by the Board unless first warned publicly in accordance with applicable state statutes.

Adopted: 5/9/94  
Revised: 8/23/99  
Reviewed: 12/07