

West Salem School District
Policy 151

POLICY AND PROCEDURE DEVELOPMENT, REVISION AND DELETION

The Board shall be responsible for making and adopting all major policies that affect the operation of the public schools. Normally, policy proposals shall be discussed and acted on at a minimum of two Board meetings. The development, revision or deletion of Board policies may be accomplished:

The Policy Committee makes a recommendation to the board that a policy has been reviewed and is recommending changes.

1. The first reading occurs and minor changes can be made. The board refers the policy back to the Policy Committee for review and a new first reading or forwards it to a second reading at the next regularly scheduled board meeting.
2. A policy is then written without bolding or strikeouts and presented to the board for a second reading, if changes other than a typo or spelling error are found.
3. The board may pass the policy or refer it back to the Policy Committee for a new first reading.
4. Policies that are deleted or renamed will be presented at one board meeting. The policy will be kept in a deleted policy file.
5. Procedures will be maintained in a separate manual and on the district website. Updates need administrative team approval.

Policy additions or changes approved by a majority of the Board are filed with the Board Clerk as part of the official school board minutes and published in all district policy manuals/and within approximately 10 days of approval on the district website.

CROSS REF.: 151.1 Policy Review and Evaluation
151.2 Policy Dissemination
151.3 Administration in Policy Absence
253 Policy Implementation

APPROVED: April 8, 2003
AMENDED: May 29, 2007
REVISED: March 22, 2010
February 14, 2011