

## POLICY ADOPTION

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place during at least two regular meetings of the Board:

- 1) Announcement and publication of proposed new or revised policies as an item on the agenda for Board approval.
- 2) Opportunity offered to concerned groups or individuals to react to policy proposals.
- 3) Discussion and action by the Board on proposed policies.
- 4) First reading of proposed policy shall occur at the full Board meeting
- 5) Second readings of proposed policy shall occur at the next regularly scheduled Board meeting
- 6) Insofar as possible, each policy statement shall be limited to one subject.

Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and on conformance with the codification system used in the Board policy manual.

The final vote to adopt or not to adopt will occur at the next regularly scheduled Board meeting after the first reading.

Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district.

Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adoption resolution.

### EMERGENCY PROCEDURE

On matters of unusual urgency, the Board may take immediate action to adopt or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

### LAW, PHILOSOPHY AND ENFORCEMENT

The Board will make every effort to ensure that its policies conform to state and federal laws. Questions concerning the legality of any policy should be addressed at the Office of the

Superintendent. Finally, the Board requires all employees and students to comply with its formally adopted policies. Failure to comply will be considered cause for disciplinary action.

First Reading:	May 14, 2008
Second Reading & Approval:	June 4, 2008
Review:	December 4, 2013