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3 **THE BOARD OF TRUSTEES**

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5 District Policy and Procedure

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7 Adoption and Amendment of Policies

8 Proposed new policies and proposed changes to existing policies shall be presented in writing for  
9 reading and discussion at a regular or special Board meeting. Interested parties may submit views,  
10 present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any  
11 written statement by a person, relative to a proposed policy or amendment, should be directed to the  
12 District Clerk prior to the second (2<sup>nd</sup>) reading. The final vote for adoption shall take place not earlier  
13 than at the second (2<sup>nd</sup>) reading of the particular policy.

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

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

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22 Policy Manuals

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

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27 Suspension of Policies

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

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33 Administrative Procedures

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

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37 When a written procedure is developed, the Superintendent shall submit it to the Board as an  
38 information item.

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41 Legal References: § 20-3-323, MCA District policy and record of acts  
42 10.55.701, ARM Board of Trustees

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44 Policy History:

45 Adopted on: 01/04/2000  
46 Revised on: 04/25/2006; 04/15/14