

**POLICY ADOPTION  
ADMINISTRATIVE PROCEDURE**

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

1. Announcement and distribution of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt shall follow from the meeting at which policy proposals are first placed on the agenda by at least three weeks.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance the NEPN/NSBA codification system.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made part of the minutes of the meeting at which they are adopted and shall also be included in the policy manuals kept at the school and in the central office. In the event a new policy manual is developed, the new manual will be kept intact as voted at the meeting and become a part of the retained minutes.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

**EMERGENCY PROCEDURE**

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

DATE ADOPTED: JULY 1, 2003