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3 **THE BOARD OF TRUSTEES**

1310

4
5 District Policy

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7 Adoption and Amendment of Policies

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9 Proposed new policies and proposed changes to existing policies shall be presented in writing for
10 reading and discussion at a regular or special Board meeting. Interested parties may submit
11 views, present data or arguments, orally or in writing, in support of or in opposition to proposed
12 policy. Any written statement by a person, relative to a proposed policy or amendment, should
13 be directed to the District Clerk prior to the final reading. The final vote for adoption shall take
14 place not earlier than at the second (2nd) reading of the particular policy. New or revised policies
15 that are required, or have required language changes based on State or Federal law, or are
16 required changes by administrative rule, may be adopted after the first (1st) reading if sufficient
17 notice has been given through the board agenda.
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19 All new or amended policies shall become effective on adoption, unless a specific effective date
20 is stated in the motion for adoption.
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22 Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which
23 action was taken and also shall be included in the District's policy manual. Policies of the
24 District shall be reviewed annually by the Board.
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26 Policy Manuals

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28 The Superintendent shall develop and maintain a current policy manual which includes all
29 policies of the District. Every administrator, as well as staff, students, and other residents, shall
30 have ready access to District policies. All policy manuals distributed to anyone shall remain the
31 property of the District and shall be subject to recall at any time.
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33 Suspension of Policies

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35 Under circumstances that require waiver of a policy, the policy may be suspended by a majority
36 vote of the trustees present. To suspend a policy, however, all trustees must have received
37 written notice of the meeting, which includes the proposal to suspend a policy and an explanation
38 of the purpose of such proposed suspension.
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40 Legal References: § 20-3-323, MCA District policy and record of acts
41 10.55.701, ARM Board of Trustees
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43 Policy History:

44 Adopted on:

45 Revised on: 04/21/15