

**Montana School for the Deaf and the Blind**  
**THE BOARD OF TRUSTEES**

**Adoption and Amendment of Policies**

**1310**

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular **or special** Board meeting. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the Superintendent prior to the **final second (2<sup>nd</sup>)** reading. The final vote for adoption shall take place not earlier than at the **final second (2<sup>nd</sup>)** reading of the particular policy. **New or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the board agenda.**

All new or amended policies shall become effective upon adoption; unless a specific effective, date is provided in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the School's policy manual. Policies of the School shall be reviewed annually by the Superintendent.

**Policy Manuals**

The Superintendent shall develop and maintain a current policy manual which contains the policies of the School. Each administrator, as well as staff, students, and parents, shall have ready access to the manual. ~~All policy manuals distributed to anyone shall remain the property of the School and shall be subject to recall at any time.~~

**Suspension of Policies**

Under circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting, which included a proposal to suspend the policies and an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.

**Administrative Procedures**

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

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

Legal Reference: § 20-3-323, MCA      District policy and record of acts

10.55.701, ARM      Board of Trustees

Policy History:

Adopted on: 11-04-05

Revised on: