

**DODGELAND SCHOOL DISTRICT  
Board Policy Manual**

**151-Rule**

**POLICY ADOPTION AND PROCEDURES**

Except as otherwise specifically provided, the adoption of School Board policies shall follow this sequence which takes place at a minimum of two meetings of the Board:

1. Placement on the Board meeting agenda and distribution of proposed new or revised policies as an item of information in the Board packet.
2. Discussion after the first reading with opportunity offered to concerned groups or individuals to react to policy proposals.
3. Redrafting, if so directed as a result of the first reading, placement on the next Board meeting agenda, and distribution as an item of information in the Board packet.
4. Action taken by the Board after the second reading.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs. On matters of unusual urgency, the Board may waive the two reading requirements and take immediate action to adopt a revised policy or create a new policy. When such immediate action is necessary, the District Administrator will inform concerned groups or individuals about the reasons for this emergency procedure.

Proposed policy revisions with only style or minor content changes may be presented and adopted at the same Board meeting.

The actual reading of a policy may be waived as long as the policy is in the hands of each Board member ten days prior to the Board meeting. A written copy should be present for any interested party.

The formal adoption of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Policies and revisions to policies shall be effective immediately upon adoption, unless a specific effective date is provided in the adoption resolution. If necessary, the administration regulations needed to implement the adopted policy will be drafted or revised to conform to Board action.

CROSS REF: 151, Board Policy Development and Review

Approved: January 20, 1997  
Revised (WASB): November 10, 2008