



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:  
 BRAVELY LIVE THEIR TRUTH,  
 TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES  
 AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

## Policy 208 Development, Adoption, and Implementation Policies

<b>Adoption:</b>	January 22, 2024
<b>Revision History</b>	
<b>Last Board Review:</b> January 22, 2024	
<b>Next Board Review:</b> January 2027	
<b>Review Frequency:</b> Every 3 Years (per Policy 208)	

### I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the Heartland Lakes Community School (HLCS) Board and provide the means for it to continue to be an ongoing effort.

### II. POLICY STATEMENT

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the School Board and should be in a form which is sufficiently explicit to guide administrative action.

### III. DEVELOPMENT OF POLICY

- A.** The School Board has jurisdiction to legislate policy for the school district with the force and effect of law. School Board policy provides the general direction as to what the School Board wishes to accomplish while delegating implementation of policy to the administration.
- B.** The School Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The School Board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

- C. Policies may be proposed by a School Board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the School Board Governance Committee and the Director for review prior to possible placement on the School Board agenda.

#### **IV. ADOPTION OF POLICY**

- A. The School Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of one School Board meeting. The proposals shall be distributed, and public comment will be allowed at the meeting prior to final School Board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the School Board at a subsequent meeting after the meeting at which public input was received. The policy was effective at the adjournment of the meeting and it gained School Board approval.
- C. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the School Board has no control, the modified policy may be approved at one meeting at the discretion of the School Board.

#### **V. IMPLEMENTATION OF POLICY**

- A. The Director shall be responsible for implementing School Board policies, other than the policies that cover how the School Board will operate. The Director shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the School Board.
- B. Each School Board member shall have access to this policy manual, and a copy shall be placed in the Main Office made available for reference purposes to other interested persons.
- C. The Director, employees designated by the Director, and the Chair of the Board Governance Committee shall be responsible for keeping the policy manuals current.
- D. The School Board shall review policies at least once every three (3) years. The School Board will review policy series 100, 200, & 300 in Year 1, policy series 500, 800, & 900 in Year 2, and policy series 400, 600, & 700 in Year 3. For purposes of defining years, Year 1 will be 2023. In addition, the School Board shall review the following policies annually:
  - 1. HLCS Policy 209 – Board Member Code of Ethics (*at June School Board meeting*)
  - 2. HLCS Policy 304 – Director: Contract, Duties and Evaluations
  - 3. HLCS Policy 410 – Family and Medical Leave Act

4. HLCS Policy 413 – Harassment and Violence
5. HLCS Policy 418 – Drug Free Workplace/Drug Free School
6. HLCS Policy 506 – Student Discipline
7. HLCS Policy 514 – Bullying Prohibition
8. HLCS Policy 517 – Telemedical Services
9. HLCS Policy 522 – Student Sex Nondiscrimination
10. HLCS Policy 524 – Internet Acceptable Use and Safety
11. HLCS Policy 531 – The Pledge of Allegiance
12. HLCS Policy 533 – Wellness
13. HLCS Policy 534 – Food and Nutrition Services
14. HLCS Policy 538 – Enrollment
15. HLCS Policy 607 – Distance Learning
16. HLCS Policy 610 – Field Trips
17. HLCS Policy 806 – Crisis Management

- E.** When no School Board policy exists to provide guidance on a matter, the Director is authorized to act appropriately under the circumstances keeping in mind the educational mission and financial condition of the school district. Under such circumstances, the Director shall advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.

*Note: The applicability and enforceability of this policy 208 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.*