

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

**Policy-Related Functions**

The following guidelines address policy functions:

1. Policy development is a cooperative effort involving the Board, the staff, members of the community, and other information sources.
2. Policy adoption is the function of the Board.
3. Policy implementation is a function of the Superintendent and staff.
4. Policy monitoring, reviewing, and evaluating are functions of the Board based on information received from the staff, the community, and other sources.

**Policy Development**

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but shall be recommended for the Board’s consideration by the Superintendent.

BOARD POLICIES

BF  
(LOCAL)

**Official Policy  
Manuals**

The Board shall designate one copy of the policy manual as the official policy manual of the District, as well as a copy of the Governance Policy Manual. The official copies shall be kept in the central administration office, and the Superintendent or designee shall be responsible for its accuracy and integrity and shall maintain an historical record of the District's policy manuals.

**Adoption and  
Amendment**

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Effective Date

Local policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Evaluation

The Board may establish a time frame for monitoring, reviewing, and evaluating designated policies.

**Editorial  
Administrative  
Changes**

The Superintendent shall have the authority to make editorial administrative changes to policies, such as changes in program and job titles, telephone numbers, and addresses that do not alter substantive portions or the intent of policies. Administrative changes that are made under the provisions of this policy shall go into effect 30 days after the Board receives a copy of the amended policy. Board members who wish to place the amended policy on an upcoming Board meeting agenda shall notify the Superintendent within 30 days of receipt of the policy. A cover letter shall accompany the distribution of the policy that clearly states what changes were made; that they were made by the Superintendent; and that the amendment shall go into effect in 30 days pending Board action.

**TASB Localized  
Updates**

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.