

## REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.

The board will review one-fifth of the policy manual annually according to the following subject areas:

- School District, Board of Directors, Administration (Series 100, 200, 300)
- Employees (Series 400)
- Students (Series 500)
- Education Program (600)
- Noninstructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 700, 800 and 900)

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

*NOTE: This is a mandatory policy. Boards must review board policy at least every five years according to the educational standards. In order to comply with the educational standards, notation must be made on policies stating when the policy was reviewed or revised. Boards can use any method they want for reviewing board policy. The schedule established in this policy is a recommendation. It is written so approximately one-fifth of the manual is reviewed every year and similar topics are reviewed together.*

Legal Reference: Iowa Code § 279.8 (2013). 281 I.A.C. 12.3(2).

Cross Reference:  
200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved: October 19, 1998

Reviewed: July 14, 2003; February 10, 2014

Revised: April 10, 2000; March 9, 2009; January 14, 2019