

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
MOUNTAIN HOME, IDAHO 83647**

**P O L I C Y**

**GUARANTEED POLICY INPUT: TEACHERS / STAFF / PATRONS**

The Board shall comply with the following procedures in reviewing, revising, adopting, deleting, and/or substituting any official Board policy:

All policies that are in cycle for review, revision, adoption, deletion, and/or substitution will be published annually on the school district website, under Policy Review. Teachers and staff should visit the website on a regular basis to keep informed of the policies in cycle for review, revision, adoption, or deletion. Patrons may get a copy from the school's web site or a copy shall be made available upon request from the District Office.

1. Most policy revisions and adoptions require three board readings; one reading a month for three months. The School Board of Trustees will vote to approve the proposal on the third reading.
2. A vote on the proposal to review, revise, adopt, delete, and/or substitute any Board policy shall not be taken until the proposal has been published as stated above and until the proposal has been presented for discussion at not less than three (3) regular Board meetings. Exceptions to this would be to comply with state or federal requirements and guidelines, address safety and/or health issues, or detrimental to the day-to-day business of the school; policy reviews and deletions only require one reading.
  - Patrons and employees may give input regarding policies in cycle by giving Public Input during one of the school board meetings while the policy is in one of its three readings, or by contacting the Clerk of the School Board through the school district website, via mail, or by contacting one of the Policy Committee members via mail or electronically.
  - All input must be received by 4:30 p.m., the 15<sup>th</sup> of each month, or prior to the third reading and approval of the Board of Trustees.
3. A copy of all policies and procedures can be found on the school district website, under District Policies. A copy of all policies, procedures, and non-policy procedures can be accessed by school district employees through the G-drive. Policies will be published on the school web site, [www.mtnhomesd.org](http://www.mtnhomesd.org).
4. Board policies are framed and are meant to be interpreted in terms of state laws, State Board of Education Rules and Regulations, and the requirements of all other regulatory agencies within our local, county, state, and federal levels of government. Whenever inconsistencies of interpretation arise, the law will prevail. The policies are also framed and are meant to be interpreted, in terms of those educational objectives, procedures, and practices that are broadly accepted by leaders and authorities in the public education field.

ADOPTED: May 20, 1988  
Revised: November 19, 2013

Revised: May 18, 2004

Revised: December 16, 2008