

POLICY REVIEW PROCEDURES

The Board of Education utilizes a committee structure for Board operations. The Policy Committee is responsible for reviewing District policies and monitoring policies to ensure the manual is effective in providing directions for the District.

Following are the procedures used by the Committee in policy development or review:

Development

1. Policy proposals may originate from a variety of sources including the Superintendent, Board members, administrators, community and parent groups, staff members, employee organizations or students.
2. Proposals from any source must be in writing, describing the change proposed and why the change is being suggested.
3. Proposals will be received by the Superintendent or Board President and reviewed by the Superintendent and Board Policy Committee.
4. The Superintendent and Policy Committee will research laws/regulations, education literature, and/or issues of local interest.
5. The Policy Committee will review input from administrators, Board members, other interested parties, and school attorney, if necessary.
6. The Policy Committee and administrators will discuss the effects of policy implementation on students/staff, Superintendent, etc.
7. The Policy Committee will prepare a draft policy using concise policy language.
8. The draft policy will be disseminated as needed for additional input. A copy of the draft will be sent to the school attorney for review.
9. The Board uses a two-reading policy on new policies with time between readings to assure appropriate opportunity for input.
10. The Board uses a one-reading policy on current policies where minor revisions or word changes take place.
11. The Superintendent and staff will develop administrative regulations/procedures to put the policy into action.

Review

1. The Superintendent and the Policy Committee monitor the policies and associated regulations and make suggestions for change if policy change is necessary to benefit the District.
2. The Policy Committee will review input from administrators, Board members, other interested parties, and school attorney, if necessary.
3. The Policy Committee inquires if there have been complaints about contents or procedures in the policy and examine if changes in the policy would be beneficial.
4. If there have been complaints about the issues involved in the policy but the policy has been ignored, the Committee will consider better dissemination of the policy to increase awareness.
5. The amended policy or new policy is then disseminated to all of the interested parties to gain input prior to adoption by the Board.
6. The Board may update annual policies and waive the other reading.
7. Certain policies require specific individuals by law or regulation to be part of the review process. Example: conduct and discipline policy and the purchasing policies.
8. Policies reviewed by the Policy Committee that have no changes will be noted for review by the Board of Education.

Revised: October 2005, December 2007; June 2, 2011

Reviewed: May 31, 2022