

School District Organization

Exhibit – Developing Local Policy

Actor	Action
Anyone (Superintendent, Board member, staff, parent, student, community member, district's legal counsel)	Brings a concern to the attention of the district which may necessitate a change in or an addition to current Board policy.
Policy Committee (or Committee of the Whole)	Considers: <ul style="list-style-type: none"> • Does the IASB Policy Reference Manual provide guidance? • Is the request something that should be covered in policy (i.e., Board work) or is it something that should be handled by the staff? • If it is a staff matter (i.e., staff work), the committee's deliberations end here, and the matter is referred to the Superintendent. • If it is a policy matter, is it already covered in policy? Committee consults the alphabetical index and checks cross references in policies that cover similar or connected topics.
Policy Committee (or Committee of the Whole)	Frames the question and requests the Superintendent to research it. Then drafts, or requests the Superintendent or legal counsel to draft, language that addresses the concern and is in alignment with the District's mission, vision, goals, and objectives.
Policy Committee (or Committee of the Whole)	Decides whether the new policy language should be included in an existing policy or added to the manual as a separate policy. If adding as a new policy, decides where in the manual it most logically belongs and assigns a code number to the policy.
Superintendent	Sends the language to the District's attorney for review unless he or she prepared it.
Superintendent	Includes the draft in the Board packet and puts the policy on the agenda as a discussion item for the next regular meeting.
Full Board	Considers the draft recommended by the policy committee and announces the first reading. The Board may request the committee to change the draft.
Superintendent	Includes the draft, with any requested revisions, in the board packet and on the agenda for action at the next regular meeting.
Full Board	Adopts policy.
Superintendent	Directs designated support staff to make the necessary changes to the District policy manual on the computer file – adding the necessary adoption date. Also, to make copies of revised or added policies for each manual copy, prepare update sheet with return form, and send packet to all those responsible for keeping a manual updated.
Persons responsible for	Follow the directions on the update sheet – adding the new or replacing

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keeping copies of manual updated	the revised policy. Date, sign, and send the return forms to the support staff designated to receive them.
Superintendent	Directs designated support staff to follow up on any return forms not received within a set time frame (e.g., 2 weeks).

CROSS REF.: 2:240 (Board Policy Development)

DATED: August 31, 2004