

PROCEDURES FOR POLICY DEVELOPMENT

POLICIES

Suggestions for new policies may be initiated by any Board Member, staff person, student or resident of the District. New policy proposals will be submitted in writing to the Superintendent and/or designee who will initiate the procedure for policy development as follows:

1. All proposed policies will be referred to the appropriate service area head for review. He/she will take the proposal to the District Leadership Team for consideration. If the decision is made by the District Leadership Team to pursue the development of the suggested policy, the service area head and/or designee will assume responsibility for developing a formal policy statement.
2. The policy statement will be submitted to the Board Secretary for review. The Board Secretary will edit it, if needed, and assign a policy code designation.
3. The Board Secretary, in conjunction with the appropriate service area head, will present the proposed policy to the District Leadership Team for review and comment. Legal counsel will be sought as needed. When it has completed its review, the District Leadership Team may recommend that the proposed policy:
 - be submitted to the Board Policy Review Committee with a recommendation for adoption, or
 - be returned to the service area head and/or designee for further revision, or
 - be submitted to the principals groups or the Administrative Team for review and comment, or
 - be submitted to the Board Policy Review Committee with a recommendation against adoption and a written explanation of the reason(s) for the recommendation.

Policies that are returned to the service area head or submitted to one of the administrator's groups for comment must go back to the District Leadership Team for review.

4. When no further revisions are needed, the proposed policy will be submitted to the Board Policy Review Committee with a recommendation for or against adoption.
5. The proposed policy will be reviewed by the Policy Review Committee who will:
 - recommend that it go to the Board of Directors for adoption, or
 - if the Policy Review Committee recommends substantial changes, ask the Board Secretary to inform the District Leadership Team of the committee's recommendations for changes, or

- reject the proposed policy and ask the Board Secretary to inform the District Leadership Team, and other persons involved in the development of the policy, regarding the committee's reasons for doing so.
6. The District Leadership Team will review the changes recommended by the Policy Review Committee and
 - A. if the District Leadership Team agrees with the proposed changes, the policy will be forwarded to the Board of Education for review and approval.
 - B. if the District Leadership Team disagrees with the proposed changes, the service area head will meet with the Policy Review Committee to attempt to reach consensus.
 7. If consensus is reached between the District Leadership Team and the Policy Review Committee, the policy will be forwarded to the Board of Education for review and approval.
 8. If the Policy Review Committee and the District Leadership Team cannot reach consensus through this procedure, the two versions of the policy will be forwarded to the Board for final resolution, with the notation as to the two recommendations.
 9. All policies taken to the Board of Education for adoption will comply with the procedures set forth in 217.2, Policy Adoption.

ADMINISTRATIVE REGULATIONS

Administrative Regulations delineating how the policy will be carried out will be drafted by the appropriate service area head and submitted to the District Leadership Team for study and review within 30 days of the Board's adoption of the policy. When it has completed its review, the District Leadership Team may recommend that the administrative regulations:

- be returned to the service area head and/or designee for revision, or
- be submitted to the principals groups or the Administrative Team for review and comment, or
- be submitted to the Board Policy Review Committee for review

Administrative regulations that are returned to the service area head or submitted to one of the administrative groups for comment must go back to the District Leadership Team for final review prior to being sent to the Board Policy Review Committee.

ADMINISTRATIVE PROCEDURES

Administrative Procedures will be drafted by the Superintendent and/or designee and submitted to the District Leadership Team for adoption. Review and comment will be solicited from other administrative groups as needed prior to adoption.

BOARD REVIEW

In accordance with Board policy 220.1, the Board of Education reserves the right to review and modify administrative regulations and procedures should they, in the Board's judgment, be inconsistent with policies adopted by the Board.

ADOPTED: 4/26/93
3/22/00
9/4/08

Reviewed: 3/93, 10/2/03, 9/4/08, 2/7/13, 11/2/17, 8/10/23