

**Board of Education**

**Exhibit - Developing Local Policy**

| <b>Actor</b>   | <b>Action</b>   |
|--|---|
| Anyone (Superintendent, Board of Education member, staff, parent, student, community member, District’s legal counsel) | May bring a concern to the attention of the Board of Education that may necessitate a change in or an addition to current Board policy.   |
| Policy Committee (or Committee of the Whole)   | <p>First, answers these questions to decide whether new policy language is needed: (1) Does the IASB Policy Reference Manual provide guidance? (2) 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, and (3) If it is a policy matter, is it already covered in policy? The committee consults the alphabetical index and checks cross-references in policies that cover similar or connected topics.</p> <p>Second, uses a 5-step process to draft new policy language: (1) frames the question and discusses the topic, (2) requests the Superintendent to provide research, including appropriate data, and input from others, such as, those who may be affected by the policy and those who will implement the policy, (3) assesses existing policy and decides what the committee wants, and (4) either drafts, or requests the Superintendent or legal counsel to draft, language that addresses the concern and aligns with the District’s mission, vision, goals, and objectives.</p> <p>Third, 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.</p> |
| Superintendent   | <p>Sends the language to the District’s attorney for review unless he or she prepared it.</p> <p>Includes the draft in the Board packet and puts the policy on the agenda as a discussion item for the next regular meeting.</p>  |
| 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: (1) make the necessary changes to  |

| <b>Actor</b>   | <b>Action</b>   |
|--|---|
|  | the District policy manual on the computer file - adding the necessary adoption date, (2) maintain an archive of former or superseded policies, (3) copy of revised or added policies for each manual copy, (4) prepare update sheet with return form, and (5) send packet to all those responsible for keeping a manual updated. |
| Persons responsible for keeping copies of manual updated | Follow the directions on the update sheet - adding the new or replacing 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).   |

DATED: September 9, 2008