

**2:240-E2 - Exhibit - Developing Local Policy**

Actor	Action
<p>Anyone (Superintendent, Board of Education member, staff, parent, student, community member, or Board Attorney)</p>	<p>Brings a concern that may necessitate a new policy or a current policy’s revision to the attention of the Board of Education.</p>
<p>Policy Committee (or Full Board)</p>	<p><b>First</b>, answers these questions to decide whether new policy language is needed:</p> <ol style="list-style-type: none"> <li>1. Does the IASB Policy Reference Manual provide guidance?</li> <li>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 (i.e., staff work)?</li> <li>3. Is it already covered in policy? Checks for policies that cover similar or connected topics using tools such as search engines, cross references, and indexes.</li> </ol> <p><b>Second</b>, uses a 4-step process to draft new policy language:</p> <ol style="list-style-type: none"> <li>1. Frames the question and discusses the topic.</li> <li>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.</li> <li>3. Assesses existing policy and decides whether new or revised policy language is needed.</li> <li>4. Drafts or requests the Superintendent or Board Attorney to draft, language addressing the concern that aligns with the Board’s mission, vision, goals, and objectives.</li> </ol> <p><b>Third</b>, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number.</p> <p>The <b>PRESS</b> coding system reserves policy numbers ending in a ‘0’ and ‘5’ for <b>PRESS</b> material. Local districts are encouraged to use policy numbers ending in even numbers other than ‘0’.</p>
<p>Full Board</p>	<p>Conducts a first reading of the policy that is recommended for adoption or revision.</p> <p>During the next regular meeting, conducts a second reading.</p> <p>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p>
<p>Superintendent</p>	<p>Confers with the Board Attorney as appropriate.</p> <p>Manages the Board’s compliance with the Open Meetings Act.</p> <p>Ensures that, as appropriate, the agendas for the Board Policy Committee and Board of Education include discussion and action to consider, adopt, or revise Board policies.</p> <p>Manages the process for approving new or revised administrative</p>

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	<p>procedures, and revisions to employee and student handbooks.            Communicates all policy and procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.</p>
Designated support staff	<p>After a policy is adopted or revised, updates the District's policy manual master electronic file and adds adoption dates.            Archives "old" policy.            Follows district process for updating paper and online manuals.</p>
Assistant Superintendents, Directors, and Building Principals	<p>Reads the adopted policy and follows the Superintendent's process for updating administrative procedures, and changes to employee and student handbooks within their assigned building(s).</p>

DATED: December 16, 2015