Policy Title: **Procedure for Board Policy Review** Policy Code No. 209.6R1

It is important that the Board Policies and Administrative Regulations be reviewed and modified, where necessary, on a regular and continuing basis. The procedure outlined below is intended to provide guidance to those involved in the policy review process. The steps indicated below may be modified or arranged in a somewhat different order where desirable. Step Month Activity 1 Oct The Board determines policies and regulations to be reviewed during the following school year. Board policies and administrative regulations are organized into ten (10) series as follows: 100 - School District

200 - Board of Directors 300 - Administration 400 - Employees

500 - Students 600 - Educational Program 700 - Non-Instructional Operations and Business Services 800 - Building and Sites 900 - School District / Community Relations Between one (1) and three (3) series will be selected for review each year. This will insure that all policies and regulations are reviewed during each five (5) year period. 2 Board and Superintendent appoint co-chairpersons for each review committee. Normally, committees will be co-chaired by a Board member selected by the Board and an administrator selected by the Superintendent. 3 The Board will provide notice to the public and to all employees regarding the policies and regulations to be reviewed during the following school year. Notifications should include a listing of the specific policies and regulations included in each series with such additional descriptive information as necessary for understanding of content. Public notification should be made through news release to the local media. Employee notification should be made through internal memorandum. All notifications should encourage individuals to make written comments or suggestions to the Board Secretary for improvements or changes in policies/regulations and should contain a statement that individuals may volunteer for service on the Policy Review Committee. 4 Co-chairpersons recommend individuals for appointment by the Board to the Policy Review Committee. Committee members shall be notified of their appointment. Copies of all policies and regulations contained in the series shall be forwarded to committee members along with the procedure for policy review. 5 Initial meeting of Policy Review Committee shall be conducted. Committee should discuss review procedures and begin analysis of all policies and regulations contained in series. Comments received during Step 3 should also be discussed. A schedule of future meetings should be developed. 6 Committee discusses and develops recommendations for modifications in existing policies/regulations and/or the need for new policies. The committee may utilize the resources of IASB, IASA, NSBA, AASA, DOE, and other organizations in the process. Written opinions may be requested from the school attorney. In addition, the committee may wish to examine policies which are in effect in other school districts. 7 Committee recommendations shall be forwarded to the Superintendent. Informational copies shall be distributed to the Board and the administrative staff. Policy Series Number 209.1 requires that final action to adopt new policies or amended policies shall take place by approval of the second reading after approval of the first reading at a prior Board meeting.