

POLICIES AND PROCEDURES

Issued 10/19/04

Purpose: To establish the basic structure for the development of board policy.

The board considers policy development its chief function.

The board will develop written policies to serve as guidelines for its own operations and for the successful and efficient functioning of Fox Creek High School.

Written policies are guides for the discretionary action of those to whom the board delegates authority and as a source of information and guidance for all those who are interested in and affected by the school.

Proposals regarding policies may originate with a member of the board, the Administrator, a staff member, parent, student, consultant, civic group, or advisory committee. The board will use a careful and orderly process in examining such proposals prior to action upon them by the board.

In formulating policy, the board will consult with personnel, students, parents or community leaders who may be affected by the policy or who may request input into the development of the policy. The final responsibility for the drafting, development and adoption of the policy will rest with the board.

The board will continually study and evaluate the written policies and the reports concerning the execution of its written policies to determine the adequacy and effectiveness of those policies. Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future boards.

Each proposed policy will require **two** readings at consecutive meetings of the board. The formal adoption of the policies will be recorded in the minutes of the board. Only those written statements so adopted and so recorded will be regarded as official board policy.

Legal references:

- A. State Board of Education Regulations:
 - 1. R-43-150 - Policy development.

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The Administrator or other designated policy manual coordinator has the responsibility for drafting policy proposals, maintaining the board's manual, and serving as liaison between the board and the South Carolina School Boards Association's (SCSBA) policy services and other sources of policy research information.

- The administrator will present a proposed policy in writing to the board at least 30 days prior to possible approval.

If legalities are involved, the board will not take action until the school's attorney reviews and pronounces the proposal as legally defensible and wise.

- After first reading, the administrator will post one copy of the policy in the office for public review.
- Once the board gives a policy final approval, the administrator will distribute a copy of the policy to each staff member. If the policy is to take effect immediately, the administrator will then route the finished policy to the manual.
- The policy manual coordinator will send the policy to the SCSBA for final printing. SCSBA will prepare the copies and return them to the district.
- The administrator or his/her designee will check to see if the SCSBA copy is a true copy.
- In the absence of highly unusual circumstances, the administration must not allow proposal policies to "linger" unresolved and dormant for longer than 60 calendar days after presentation to the board.
- Once a policy is approved by the board and printed in final form by the SCSBA, the administrator will disseminate copies to all manuals. Appropriate administrators at the local and district level will place policies in the manuals of their respective schools/departments and insert copies in other manuals external to the district.
- Without official school board authorization, no administrator is permitted to physically "just remove" a policy from the manual. A policy may be deleted by official board action only.
- The administrator will supervise a review of each policy manual under district control on a continuing basis. Essential checkpoints will be as follows.
 - currency
 - legality
 - preciseness of language
 - relevancy

The board may seek the aid of SCSBA policy services in performing this review.

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- In preliminary considerations of a policy proposal, the administrator will be thoroughly aware of the contents of such proposal and will be involved in any decision as to whether or not a given proposal is to be presented to the board for consideration.

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