

GUIDELINES FOR DEVELOPING OR REVISING A POLICY

The Board is committed to the development of policy statements that provide a framework for decision-making and guidelines for the effective operation of Fitzgerald Public Schools. Policies are public statements through which the Board can be held accountable. The process for policy revision or development is collaborative and involves the Board, administrators, staff and members of the community. The following process will ensure thoroughness and consistency in approach, formulation, and format.

1. Drafting or revising a policy shall occur using the Board approved "Developing or Revising a Policy" form.
2. The draft or revision shall be submitted to the Superintendent.
3. The policy will be reviewed by the administrator that will be responsible for implementing the policy.
4. Policies will be discussed and refined at a Policy Committee meeting. (The Policy Committee includes three Board Members and the Superintendent, if available.)
5. In special circumstances, the originator may be asked to attend a Policy Committee meeting for clarification of information. If the originator is a Board member, then a member of the Policy Committee cannot remain for the discussion since the limit is three Board members per the Open Meetings Act.
6. The policy is placed on the Board agenda for the first reading. Following the first reading, proposed changes in the policy will be considered by the Policy Committee.
7. The policy is then placed on the Board agenda for the final reading and vote of acceptance or rejection.
8. If approved, the Administrative Assistant to the Superintendent will incorporate the revision into the Policy Manual, update the Internet manual, and send copies to all holders of Policy Manuals.
9. Some policies may need to be reviewed by the district's legal firm.

Approved: 12/14/06; 9/2/2010

Sections 1000 & 2000

FITZGERALD PUBLIC SCHOOLS
Board of Education – Policy Committee
Developing or Revising a Policy

Please respond by _____ to the Superintendent

Originator _____ Supervisor _____

Policy Topic _____

Check one: Revising an existing Policy _____ Developing a new Policy _____

Rationale for developing or revising a Policy: _____

What should be included or revised? _____

Summary or Revision of procedures: _____

Should administrators report back to the Board on how it is working? _____

If so, how often? _____

Use back of form for additional comments or explanations.

Attach sample policy if available.