

Policy 10 – Appendix A

PROTOCOL FOR POLICY DEVELOPMENT AND REVISIONS

Policy Development and Revision will follow one of the following tracks:

TRACK #1 (Inform)

1. The draft document is created and shared with Director of Education.
2. The draft document is presented to appropriate Board committee.
3. The Board committee chair presents the draft document to the Board on behalf of the committee.
4. Any changes indicated at the board table are incorporated.
5. Final motion to accept policy is carried by the Board and policy implementation begins.
6. The policy is presented to school personnel and SCCs.

TRACK #2 (Consult and Involve)

1. The draft document is created and shared with Director of Education.
2. The draft document distributed to School Administrators to share and gather feedback from staff and SCCs.
3. The Director of Education presents the draft document AND the collected feedback to appropriate Board committee.
4. The Board committee chair presents the draft and feedback to the Board on behalf of the committee.
5. Any changes indicated at the board table are incorporated.
6. Final motion to accept policy is carried by the Board and policy implementation begins.

TRACK #3 (Collaborate)

1. The draft document is created (may be via focus group or individual superintendent) and shared with the Director of Education.
2. The draft document is distributed to School Administrators to share and gather feedback from staff and SCCs.
3. Incorporating the feedback gathered from the staff and SCC, a new draft is created (may require focus group to meet or may be done electronically).
4. The new draft is again distributed to administrators to present and gather feedback from staff and SCCs.
5. The Director of Education presents the draft document AND the collected feedback to appropriate Board committee.
6. The Board committee chair presents the draft and feedback to the Board on behalf of the committee.

Any changes indicated at the board table are incorporated.