

SCHOOL BOARD POLICY PROCESS/REVIEW OF ADMINISTRATIVE RULES

Code **BG/BGD-R** Issued **8/04**

The superintendent 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 superintendent will present a proposed policy in writing to the board prior to possible approval.
- If legalities are involved, the board will not take action until the school district attorney or an attorney from SCSBA reviews and pronounces the proposal as legally defensible and wise.
- After first reading, the superintendent will post one copy of the policy in the district office for public review.
- Once the board gives a policy final approval, the superintendent will distribute a copy of the policy to each building administrator and district office administrator. If the policy is to take effect immediately, the superintendent will then route the finished policy to each manual under district control or post the policy online.
- 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 or post the policy online.
- 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 superintendent 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 superintendent will supervise a review of each policy manual under district control on a continuing basis for currency, legality, preciseness of language and relevancy

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

- In preliminary considerations of a policy proposal, the district superintendent 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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