

Board Policy**Descriptor Code: BDA****Policy Development System**

The Muscogee County School District Board of Education endorses for use in this district the policy development, codification, and dissemination system adopted by the Georgia School Boards Association and the State Board of Education.

This system, while it may be modified to meet local needs, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuous and easy-to-use policy manual.

System Maintenance

A member of the Superintendent's administrative staff is to be delegated the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board and the Georgia School Boards Association and other sources of policy research information.

Once a valid need for a specific policy is determined, the following general systematic procedures to evaluate the issue shall be used as a guide to ensure effective policy development:

1. The Board will define the issue to be covered by the policy, establish a time schedule, and direct the Superintendent to make staff assignments for research.
2. When appropriate, the Board will suggest additional sources to be contacted, including the community at large. Documentation of this action will be in the Board minutes and published as a solicitation for information, so that the widest possible concerned public has a change to respond.
3. If the Board does not feel that additional information is required, they may direct the Superintendent to have a draft document developed after all constituent, political, legal and economic implications are developed.
4. After data is collected, all constituent groups and existing policy will be considered before the Superintendent is directed to have a draft document developed.

5. A check and review of legality will be conducted by the Board attorney.
6. The Board will review the draft.
7. If necessary, the Board will identify groups from which additional information should be solicited and the mode of solicitation.
8. The Board welcomes and encourages active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.
9. The Board will review the draft of the policy statement and make necessary revisions and then consider the final draft for adoption.

ADOPTED: March 18, 2002
LAST REVISED: April 19, 2004

MUSCOGEE COUNTY BOARD OF EDUCATION