

CENTER BOARD POLICY PROCESS

Code **BG-R** Issued **11/02**

The director 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 director 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 center attorney or an attorney from SCSBA reviews and pronounces the proposal as legally defensible and wise.

- After first reading, the director will post one copy of the policy in the district office for public review.
- Once the board gives a policy final approval, the director will distribute a copy of the policy to each faculty member. If the policy is to take effect immediately, the director will then route the finished policy to each manual under center control.
- The policy manual coordinator will send the policy to the SCSBA for final printing. SCSBA will prepare the copies and return them to the center.
- The director 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 director will disseminate copies to all manuals. Appropriate administrators at the center will place policies in the manuals of their respective schools/departments and insert copies in other manuals external to the center.
- Without official 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 director will supervise a review of each policy manual under center control on a continuing basis. Essential checkpoints will be as follows.
 - currency
 - legality
 - preciseness of language
 - relevancy

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

- In preliminary considerations of a policy proposal, the director 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.

Issued 11/25/02

Barnwell County Career Center