

A. MANAGEMENT

1. The Board Policy Manual will be accessible to employees and the public on the Bibb County School District ("District") website.
2. The Deputy Superintendent will facilitate the process for legal counsel and the appropriate Assistant Superintendent to review Bibb County Board of Education ("Board") policies, administrative regulations, and exhibits.
3. Each Assistant Superintendent will ensure that all policies, administrative regulations, and exhibits related to their areas of responsibility effectively support the District's mission, the Board's policies, and the District's strategic plan.
4. The Coordinator of Board Services will maintain the official Board Policy Manual and the District Administrative Regulations Manual.

B. PROCESS FOR INITIATING AND DRAFTING BOARD POLICY

1. Suggestions for any new or revised policy may originate with any Board member, the Superintendent, a staff member, or the public.
2. The Board **President** and the Superintendent will initiate action to draft any new or revised policy.
3. Legal counsel and the appropriate Assistant Superintendent will research and draft a specific proposal for Board review and input. Generally, such research will include the review of:
 - a. Policies required by law
 - b. Related state or federal laws and regulations
 - c. Existing flexibility waivers
 - d. Related board policies and district handbooks
 - e. Policies of other school districts

4. The Superintendent's Cabinet will review the proposed policy, including any guidance provided by legal counsel, to determine if the proposal is ready for Board review and input.
5. The Superintendent, legal counsel, or the appropriate Assistant Superintendent will present the draft proposal to the Board at an official meeting for first reading. Board Members will have an opportunity to ask clarifying questions. The Board will take no official action at this meeting.
6. The draft proposal will be available for review and input from the Board and stakeholders until the next official meeting.
7. Generally, Board Members will have a two-week period in which to submit suggested revisions to the Policy Chair.
8. The Office of Communications will post information on the District's website to alert employees and the public to the proposed policy and the opportunity to submit comments.
9. The appropriate Assistant Superintendent or legal counsel will compile all suggested revisions received from Board Members, staff, and the public.
10. The Superintendent's Senior Cabinet will review all suggested revisions.
11. If a second draft of a policy or regulation is developed, following the first reading of the document, legal counsel or the appropriate Assistant Superintendent will review the revised document.
12. At an official meeting of the Board, the Superintendent, legal counsel, or the appropriate Assistant Superintendent will present all suggested edits and a proposed final draft.
13. If necessary, the process repeats. Otherwise, the Board will take action on the proposed policy.
14. Upon Board approval, the Coordinator of Board Services will make sure the adopted policy is included in the Board Policy Manual and uploaded to the District's website.

C. PROCESS FOR INITIATING AND DRAFTING ADMINISTRATIVE REGULATION

1. Where appropriate, the Superintendent or a designee will develop administrative regulations.

2. The Superintendent will initiate action to develop or revise any administrative regulation.
3. Administrative regulations are subject to Board review in advance of issuance.
4. Legal counsel and the appropriate Assistant Superintendent will research and draft a specific proposal for a regulation. Generally, such research will include the review of:
 - a) Procedural requirements referenced in Board policies and District handbooks
 - b) Procedural requirements referenced in state or federal laws or regulations
 - c) Current District and school practices
 - d) Procedures utilized by other school districts
5. The Superintendent, Deputy Superintendent, or appropriate Assistant Superintendent will review the proposed regulation to determine if the proposal is ready for Board and public review.
6. Generally, the Superintendent, legal counsel, or the appropriate Assistant Superintendent will present a proposed regulation to the Board in conjunction with the presentation of a proposed policy.
7. The Board will review the proposed regulation, have an opportunity to ask clarifying questions, and provide feedback.
8. Administrative regulations do not require Board approval.
9. Upon the Superintendent's approval, the Coordinator of Board Services will make sure the approved regulation is included in the District Administrative Regulations Manual, the District's website, and, where appropriate, in the Board Policy Manual.

D. PROCESS FOR MAKING CONFORMING CHANGES

1. The Superintendent or his or her designee may make changes in wording of a conforming or editorial nature (such as grammar corrections, changes of personnel titles, and wording clarification) which do not alter the intent or provisions of existing policy or regulation.

2. A draft of any conforming changes to a policy will be presented to the Superintendent's Cabinet for approval.
3. Conforming changes to policies or regulations will be shared with the Board in advance of issuance but do not require Board approval.
4. Upon the Superintendent's approval, the Coordinator of Board Services will make sure the revised policy is uploaded to the District's website and included in the Board Policy Manual and/or the District Administrative Regulations Manual.