Regulation BD-R(1): Policy Development

Status: ADOPTED

Original Adopted Date: 12/12/2019 | Last Revised Date: 03/21/2024 | Last Reviewed Date: 03/21/2024

A. DEFINITIONS

1. Board Policies: Board policies set the governance framework of the District. They articulate the Board's values and strategic initiatives, establish authority, and define boundaries within which the administration must operate. They are developed, revised, and rescinded by official action of the Board.

2. Administrative Regulations: Administrative regulations are management tools developed by the Superintendent to administer and implement Board policies and conduct operations of the District. They are presented to the Board for information only and may be vetoed by the Board if in conflict with Board Policies.

3. Exhibits: Exhibits include associated attachments, forms, artifacts, and/or other pertinent information aligned to policies or regulations that are presented for information to the Board and use within the District.

B. ~~A.~~ MANAGEMENT

~~1. The Board Policy Manual will be accessible to employees and the public on the Bibb County School District ("District") website.~~

1. Availability of Policies, Regulations, and Exhibits

All Board policies, administrative regulations, and exhibits will be made available to employees and the public through the Board Policy and District Administrative Regulations Manual, accessible via links on the District's website.

2. Roles and Responsibilities

a. Superintendent

The Superintendent is responsible for the overall management, implementation, and administration of Board policies, administrative regulations, and exhibits. The Superintendent ensures that administrative regulations and exhibits appropriately implement Board policies and support the governance framework, operational needs, and strategic priorities of the District.

b. Deputy Superintendent

~~2.~~ The Deputy Superintendent will coordinate and facilitate the ~~process for~~policy and administrative regulation review process, including ensuring that proposed Board policies, administrative regulations, and exhibits are reviewed by legal counsel and the appropriate Assistant Superintendent ~~to review Bibb County Board of Education ("Board") policies, administrative regulations, and exhibits~~for alignment with Board policy, applicable law, and District practices.

c. Assistant Superintendents

~~3.~~ Each Assistant Superintendent ~~will be~~ is responsible for reviewing Board policies within their respective area(s) of responsibility and recommending revisions as appropriate; for recommending administrative regulations and exhibits to implement Board policies; and for ensuring the effective implementation and ongoing monitoring of those policies, administrative regulations and exhibits. Assistant Superintendents shall ensure that ~~all~~related Board policies, administrative regulations, and exhibits ~~related to their areas of responsibility effectively~~ support student achievement, advance the District's mission, ~~the Board's policies, and the~~align with Board policy direction, and further the District's strategic plan.

d. Coordinator of Board Services

~~4.~~ The Coordinator of Board Services will maintain the official Board Policy ~~Manual~~ and ~~the~~ District Administrative

Regulations Manual.

e. Vacancies in Position

In the event of a vacancy in a position, the Superintendent will designate an alternate employee to implement the duties described herein.

C. ~~B.~~ PROCESS FOR INITIATING AND DRAFTING BOARD POLICY

1. On an annual basis, the District's legal counsel, in coordination with the Deputy Superintendent, will develop a schedule for the systematic review of Board policies and administrative regulations. In establishing the schedule, consideration will be given to the date of last review, the significance of the policy, changes in law, and the operational needs of the District. The review schedule may be adjusted as circumstances require. It is the Board's goal that all policies be reviewed no less than once every four years.

2. ~~1. Suggestions~~In addition to the cyclical review process, suggestions for any new or revised policy may originate with any Board member, the Superintendent, ~~a staff member, or the public~~employees, parents, the District's legal counsel, or other concerned individuals within the community.

~~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. The Coordinator of Board Services will post the proposed policy changes to the Board Policy and District Administrative Regulations Manual, available through links on the District's website.

~~7. Generally, Board Members will have a two-week period in which to submit suggested revisions to the Policy Chair.~~

7. ~~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.

8. Generally, Board Members will have a two-week period in which to submit suggested revisions to the proposed policy changes.

9. The appropriate Assistant Superintendent ~~or legal counsel~~ will compile all suggested revisions received from Board Members, staff, and the public and work with legal counsel to make any appropriate revisions.

10. ~~The~~If the changes are material, 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.~~

11. ~~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.

12. ~~13.~~ If necessary, the process repeats. Otherwise, the Board will take action on the proposed policy.

13. In the event of a change in law or other exigent circumstances requiring prompt action, the Board may expedite the adoption, revision, or rescission of Board policies, including waiving first reading and proceeding directly to action.

14. Upon Board approval, the Coordinator of Board Services will make sure the adopted policy is ~~included in~~properly added to the Board Policy ~~Manual and uploaded to the District's website~~and District Administrative Regulations Manual.

D. ~~C.~~ PROCESS FOR INITIATING AND DRAFTING ADMINISTRATIVE REGULATION

1. Where appropriate, the Superintendent ~~or a designee~~ will develop administrative regulations to implement the policies adopted by the Board.

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.~~

3. ~~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. ~~a)~~ Procedural requirements referenced in Board policies and District handbooks

   b. ~~b)~~ Procedural requirements referenced in state or federal laws or regulations

   c. ~~c)~~ Current District and school practices

   d. ~~d)~~ Procedures utilized by other school districts

4. ~~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.

5. ~~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.

6. ~~7.~~ The Board will review the proposed regulation, have an opportunity to ask clarifying questions, and provide feedback.

7. ~~8.~~ Administrative regulations are subject to Board review in advance of issuance. Administrative regulations do not require Board approval; however, the Board may veto such regulations only when, in the Board's judgment, they are inconsistent with its adopted policies.

8. ~~9.~~ Upon the Superintendent's approval, the Coordinator of Board Services will ~~make sure~~ ensure the approved regulation is ~~included~~posted in the Board Policy and District Administrative Regulations Manual~~, the District's website, and, where appropriate, in the Board Policy Manual~~.

E. ~~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~~the correction of scrivener errors, changes of personnel titles, ~~and~~ wording ~~clarification)~~clarifications, legal references, Georgia School Boards Association policy codes, etc., which do not alter the intent or provisions of ~~existing~~the policy or administrative regulation. The Superintendent will notify Board members of any such changes made.

~~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.~~

2. ~~4.~~ Upon the Superintendent's approval, the Coordinator of Board Services will ~~make sure~~ensure the revised policy ~~is uploaded to the District's website and~~or administrative regulation is included in the Board Policy ~~Manual~~ and~~/or the~~ District Administrative ~~Regulations~~Regulation Manual.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: ***To access the policy references, CLICK HERE:*** **State of Georgia Terms and Conditions** ***and close the LexisNexis tab, which will return you to the policy. Click on the links below to be taken to each specific code. You should only have to do this one time per session.***

State	Description
O.C.G.A. 20-02-0050	County school districts; county board for each county
O.C.G.A. 20-02-0059	[Effective until June 30, 2027. See note.] Rules; regulation of face masks
O.C.G.A. 20-02-0061	Fundamental roles of local boards of education and local school superintendents