

Title: Board of Directors' Policy Development and Review

The Board of Directors has jurisdiction to legislate policy for the District with the force and effect of law. Board policies shall provide direction for the Board and District.

The written policy statements are contained in the Board Policy Manual, in hard copy and online. The policy statements shall be the basis for the formulation of regulations and procedures by the administration. The primary responsibility for proposing Board policies rests with the Superintendent. However, policies may be proposed by any member of the Board, staff member, citizen or group of citizens in the District.

The Superintendent shall provide for a review by the Board of all policies and administrative regulations on a rotating basis within every five years. The dates of adoption/approval, review or revision shall be noted on each policy.

The policy development and review process is as follows:

1. The need for a new policy or a change in an existing one will be identified.

As current policies are applied and/or changes in the law occur, the need for new policies, or the revision of those in use will be apparent. This need may be identified by any citizen of the District, but usually the Board, the Superintendent or administrative staff will be the first to identify policy needs.

2. The new policy will be drafted or an existing policy will be revised.

The Superintendent may draft proposed policies. Anyone drafting a proposed policy shall determine the costs involved in the proposed policy, the legal aspects inherent, the existence of appropriate sample policies or policies from other school districts dealing with the issue and how the policy will affect the District. The Superintendent shall determine if the need for a new policy exists.

3. The new or revised policy will be reviewed.

Review of the proposed policy should occur on two levels before being presented to the Board. The Board shall ensure that the policy they receive for adoption has been prepared carefully and will meet their highest expectations. The policy should first

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be reviewed by the Policy Review Committee. This committee may include:
Educational Service Center, elementary and secondary administrators, Board
members and community representatives. Community representatives will be
appointed by the Board. The Superintendent shall annually appoint Educational
Service Center and elementary and secondary administrators.

If the committee determines the changes recommended involve further research and
rewriting, the committee may call for another review session. If changes are minor, a member of
the committee may be assigned to approve changes as representing the committee's intent.

Before Board presentation, the final review is by the Superintendent. The Superintendent
may approve, make minor changes or return the policy for specific changes to be made by the
Policy Review Committee. The Superintendent must make final approval before Board
presentation for adoption as stated in Policy 224.

Cross References:

202, 224, 226, 304
www.cb-schools.org

Legal References:

Iowa Code Chapters 274.1-2, 279.8, 280.1
Iowa Admin. Code 12.3(2)

Approved: Jul. 18, 1989

Reviewed: Jul. 16, 1996
May 26, 2026

Revised: April 24, 2007
April 24, 2012
April 25, 2017
April 26, 2022