

LJSD Policy Development Protocol

★Selection of Policies

- Using Asst Superintendent's List of Policy Starting Points/Update List, select policies to bring to the Board for update
 - Start from ISBA's oldest Required/Recommended list (i.e. required per Idaho Code and/or IDAPA updates)
 - Include cross-referenced policies, as appropriate
 - Include policies requested at Board Meetings
 - Include policies requested from patrons or staff

★Policy Review Process

- The Board welcomes and invites student, staff, and community input during the policy review process.
- Students, staff and the community are welcome to provide comments or questions about the policies being reviewed by completing the Policy Survey.
- Each policy requires a reading by the Lakeland Joint School District Board of Trustees before it can be considered for approval.
- Policies come before the school board for review or action at a public board meeting.
- If there is more time needed for discussion or questions about a specific policy, a second read may be postponed to a future meeting.

★Stakeholder Input Process

- District Admin will send an email to staff weekly with the dates of the next policy meeting and the policies to be reviewed.

- The communication specialist will send the above information out via social media platforms and post it on the district website, by creating a weekly flyer.
- District Administration proofread and/or make edits to policies up for review.
- Policy Committee will review Draft Policies up for review and make edits
- Clerk of the Board will send out a skylert with current policies up for review with survey links for stakeholders to provide input.
- Administrators/Directors Input~District Admin will bring policies up for review to Building Principals/Directors and any staff with direct insight within the scope of the policy.
- Draft and/or approved policies will be reviewed at the monthly admin meeting.
- Draft policies for community input will be the clean version with edits.
- District Administration will respond to any stakeholder requests for follow up.

★New Policy Stakeholder Communication Protocol

- The Clerk of the Board will post newly approved policies on the District Website.
- Assistant Superintendent will update staff of newly approved policies by sending out the [Board Approved Policies- Cheat Sheet for Staff](#).
- Superintendent will notify parents of the change to policy in the monthly parent newsletter.
- Communication specialist will send the above information out via social media platforms and post on the district website.

★Policy Review Timeline

- **Assistant Superintendent/Clerk of the Board-Create** draft version for the Policy Review Committee- using the following color coding system;
 - RED - New Language
 - BLUE - ISBA Language

- BLACK - IJSD existing policy
 - YELLOW HIGHLIGHT - Talking Point
 - ~~STRIKETHROUGH~~—Language removed for clarity
 - Merge existing policy w/new ISBA Language
- **Clerk of the Board**-Proofread and/or make edits to each draft, specifically checking Idaho Code, IDAPA, and federal mandates.
- **Asst. Superintendent**- Meet with Admin/Directors/Staff depending on the policy
- **Assistant Superintendent/Clerk of the Board**- Creates the Month at a Glance Doc
 - Add Draft Policies
 - Notes on each code referenced
 - Add cross-referenced policies
 - Stakeholder input forms will be shared with the Policy Committee for review
- **Asst. Superintendent**- will send an email to staff on the first of the month with the dates of the policy meeting and the policies to be reviewed.
- **Asst. Superintendent**- Will ask the Communication specialist to send the above information out via social media platforms and post on the district website.
- **Clerk of the Board/Asst. Superintendent**- Contact stakeholders that have requested a follow up from surveys
 - Document the Follow up
- **Clerk of the Board**-Create Survey for Stakeholder Input on new Draft Policies
- **Clerk of the Board**-Create cleaned up version of the Draft policy for Stakeholders to view
 - Take out all strikethroughs
 - Take out all highlights
 - Change to all black
- **Clerk of the Board**-Create Skylert for Superintendent
 - Superintendent sends out skylert to all stakeholders include:

- Survey
 - New Draft version
 - Old version
- **Clerk of the Board/Asst. Superintendent**-Prep for Policy Committee (Thursday following Policy Meeting)
 - Summarize assigned tasks from the meeting
 - Clarify which policies are complete and ready for the next Board Meeting
 - Print
 - Month at a Glance doc
 - ISBA Version
 - LJSD Version
 - Revised Version
 - Comments from Admin, Stakeholders
- **Clerk of the Board/Asst. Superintendent**-Attend Policy Meeting
 - Turn off survey from continuing to collect feedback
- **Clerk of the Board/Asst. Superintendent**-Complete assigned tasks from Policy Meeting
- **Clerk of the Board**-Clerk of the Board will place each policy on the next Board agenda.
- **Clerk of the Board**- Once approved
 - Use this [form](#) to document the timeline
 - Create cleaned up version for District Website
 - Post to District Website
- **Superintendent/ Executive Assistant to the Superintendent**
 - Include in the monthly Newsletter
- **Asst. Superintendent**- Will ask the Communication specialist to send the above information out via social media platforms and post on the district website.

- Assistant Superintendent will update staff of newly approved policies by sending out the [Board Approved Policies- Cheat Sheet for Staff](#).

★Website Updates

- Communication Specialist
 - Calendar of upcoming events related to the Board- Weekly Agenda
 - Weekly Agenda
 - Approved Policies
 - Policies up for review

★Beginning of the Year Procedures for Admin

- Superintendent/Asst. Superintendent
 - [Policy Checklist](#) to be reviewed with staff