



Policies & Regulations — Start to Finish

Brookfield Public Schools

February 25, 2008

POLICY

A statement of principle or goals adopted by the school Board; usually requires regulations to be formulated for its implementation

REGULATION

A directive prepared by the school administration and approved by the Board that sets forth the mechanics for implementing Board policy

Identify: The Policy Subcommittee or the Administration may identify the need for a new policy to be drafted or an existing policy to be revised, due to changes in priorities or practice, or changes to State or Federal law.

Identify: The Administration will identify the need for a new regulation to be drafted or an existing regulation to be revised, due to changes in priorities or practice, or changes to State or Federal law.

Draft: New or existing language is put into working draft format and reviewed by the Policy Subcommittee. If approved, it is passed on to the full Board for a first reading and discussion in open session.

Approval for First Reading: There must be at least 4 weeks between First Reading and Final Approval, providing adequate time for input by all constituent groups.

Community Input: Board policy requires that the recommended new policy sit for at least 4 weeks after first reading to allow for input from community stakeholders.

Board consideration: Board members review, research, get community input, and suggest modifications (if any) to the Policy Subcommittee.

Administrative input: Staff discusses proposal, considers recommending modifications, and passes suggested language through legal review with CABA and/or Board counsel.

Review : The Policy Subcommittee reviews all input, and finalizes the draft to be presented to the full Board for Final Approval.

Final Approval : The final draft is discussed in open session at a regular Board meeting for Final Approval/adoption.