

Policy Review Schedule and Procedure Greene County Schools



The following schedule will be followed for routine policy review.

Even Numbered Year of SY Spring Semester (i.e. – 2017-18)			Odd Numbered Year of SY Spring Semester (i.e.-2018-19)		
Month	Section	Policy Number	Month	Section	Policy Number
September	IA	1.100-1.407	October	IB	1.500-1.808
November	II	2.100-2.900	December	III	3.100-3.602
January	IVA	4.100-4.408	February	IVB	4.500-4.805
March	VA	5.100-5.200	April	VB	5.201-5.803
May	VIA	6.100-6.319	June	VIB	6.400-6.712

Everyone on the policy committee is encouraged to review the designated policies each month prior to the meeting.

Certain administrators will be assigned the duty of a thorough review of each policy and will present to the committee assigned policies for discussion or for recommended revision. Any committee member may also bring policies, assigned or otherwise, to the committee for review and/or revision.

TSBA will keep the school system apprised of changes made necessary by changes in the law or by relevant litigation. The Director of Schools will bring these changes to the policy committee.

The procedure for assigned review of policies and procedures is as follows:

1. Read assigned policies and procedures and check for alignment with practice.
2. Consult TSBA with any questions regarding policy. Greene County policies may be compared to the TSBA boilerplate policy.
3. Once it is determined that a policy or procedure needs revision or that a new policy or procedure is needed, then the policy/procedure in question should be passed through the Board of Education Policy Committee for review prior to first reading by the full board.
4. In cases where time is an issue, policies may be taken directly to the full board at a board meeting for first reading. Policies may also be brought to the full board in workshop prior to presentation for first reading at a board meeting.
5. Procedures require only one reading. Upon passage by the board, the board secretary shall post the new procedure to the website and send notification to all administrative staff.
6. Policies require two readings for passage. Upon passage by the board, policies shall be forwarded by the board secretary to TSBA. A representative of TSBA shall post the new policy to the website. The board secretary shall send notification to all administrative staff.
7. Pertinent changes to policy and procedure shall be reviewed with the Leadership Team at their next scheduled meeting.