

**Policy Review:** (R – 12/13/07)

The Board shall review the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students and the community to provide evidence of the effect of the policies, which it has adopted.

The director of schools is given the continuing commission of calling to the Board's attention all policies that need revision.

The Board directs the director of schools to recall all policy and regulation manuals periodically for purposes of administrative updating and Board reviews.

The following procedures shall be used for updating Clinton City School Board Policies:

1. All policy manuals shall be recalled annually by the director of schools at the July board meeting. This annual recall of manuals shall begin with the July 1988 board meeting.
2. The director of schools designate shall update all policy manuals to ensure that each manual is current and complete and redistribute an electronic version at the August board meeting.
3. Policy manuals shall be distributed by the director of schools (or designate) to the director of schools, each school board member, the principal of each school and each supervisor. The director of schools shall also have a policy manual placed in each school library. Additional copies of the policy manual may be distributed to others at the director of school's discretion. A current listing of those having policy manuals shall be maintained by the director of schools and/or the director of school's designate.
4. Any new policy proposal or policy revision shall be in accordance with the Policy Adoption section of this manual.
5. A copy of the final approved policy shall be given to the director of schools designate for insertion into all policy manuals. It shall be the designee's responsibility to ensure that a copy of the final approved policy is either hand delivered or mailed to each policy manual holder or is personally inserted in the manual. This shall ensure the consistency and accuracy of each policy manual throughout the normal school year. This copy shall have the appropriate title and code based upon the approved Board codification system.

When a policy has been revised, a code of (R) and the revised date shall be placed beside that section of revised policy. The entire School Board Policy Manual was revised as of July 1995.