

## 10. District Policies and Procedures

Plainfield Community Consolidated School District #202 subscribes to the Policy Reference Education Subscription Service, or PRESS. This service is used to keep boards of education current with school law. The regularly published bulletins explain policy options and alternatives that boards need to consider in creating or modifying policy.

Plainfield Community Consolidated School District #202 has a Policy Manual containing policies adopted by the Board of Education. Policies are reviewed and reaffirmed annually. Any Board of Education member, employee, or citizen of District #202 may submit recommended changes to the Superintendent in writing. The proposed revision is then brought before the Board of Education Policy Committee, which meets every other month, for review and discussion.

Proposed policies or amendments are presented first as *information items* on the Board of Education meeting agenda, which serves as a public announcement that policy changes are being considered and public input is welcomed. Proposed policies or amendments are then placed on the agenda as an *action item* for discussion by the Board of Education. This sequence may be altered by the Board of Education in the event of an emergency.

Once the policy or its amendment has been approved by the Board of Education, a date is set by the Board upon which the policy becomes effective. This date is established with the intent to see that all persons affected by the policy have an opportunity to become familiar with the requirements of the new policy prior to implementation.

Appendix F contains documents that relate to policy. The Plainfield Community Consolidated School District #202 Policy Manual is a living document that is constantly being updated and refined. The school board has mechanisms in place to deal with policy needs in all areas.