



Policies and Procedures
Section Seven – Miscellaneous

700.1 – POLICY DEVELOPMENT

Policy 700.1

The superintendent will ensure that the creation and/or modification of school policies follow the procedures outlined in this policy.

PROCEDURES

Board Policies

Policies in Section 100 of the KCS Policy Manual are the responsibility of the KCS School Board. The superintendent will ensure that current versions of the “School Constitution” and “KCS Board of Directors Policy Manual” are posted on the KCS website.

School Policies

The superintendent is responsible to oversee and implement the policies in Sections 200, 300, 400, 500, 600 & 700 of the KCS Policy Manual.

Creating or Modifying School Policies

Additions to the KCS Policy Manual or modifications to existing policies must adhere to the following process:

1. Proposals for additions or revisions must be made in writing to the superintendent.
2. The superintendent will present the proposal to the KCS Admin team.
3. The “intent” of the proposal will be accepted or rejected.
4. Proposals that are accepted will be translated into appropriate policy language by a member of the Admin team.
5. The final wording for the policy must be approved by the KCS Admin team.
6. Once approved by the KCS Admin team, the policy may be placed in the KCS Policy Manual and posted to the appropriate spot on the “School Policy” page of the KCS website.