



ADMINISTRATIVE POLICY DEVELOPMENT AND APPROVAL PROCEDURE (SLT-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for developing and approving administrative policies.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Department Heads and Process Management Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 Administrative Policy: Policies established to provide guidance in the administration of all CMCSS activities.
- 4.2 CMCSS: Clarksville-Montgomery County School System
- 4.3 SLT: Senior Leadership Team consists of the Director of Schools, Chief Financial Officer, Chief Academic Officer, Director of High School Education, Director of Middle School Education, Director of Elementary Education, Chief Operations Officer, Chief Human Resources Officer, Director of Communications, Chief Technology Officer and Management Representative.

5.0 PROCEDURE:

- 5.1 Department heads identify, on an ongoing basis, policies needed to properly administer the activities of the district and/or their department.
- 5.2 Drafts of policies are developed by appropriate departmental staff members and reviewed by the department head.
 - 5.2.1 Staff members from other departments are consulted as appropriate.
 - 5.2.2 Any implementing procedures are referenced in the policy(ies).
- 5.3 Department head forwards recommended policy to Process Management Coordinator for preparation of final draft.
- 5.4 Process Management Coordinator emails final draft of all pending policies to SLT for review, feedback and consideration of any system wide impact, prior to the SLT meeting.
- 5.5 SLT makes recommendation for approval by the Director of Schools.
 - 5.5.1 If SLT does not approve a policy as presented, it is returned to the department head with suggested changes.
 - 5.5.2 Revised drafts are presented to the SLT.
- 5.6 Director of Schools approves policy(ies).



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5.6.1 Process Management Coordinator posts policy(ies) to CMCSS website.

6.0 ASSOCIATED DOCUMENTS:

6.1 Administrative Policies

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Administrative Policies	Hard Copy, file cabinet in Process Management Office	Indefinitely	N/A	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/21/04		Initial Release
3/10/05	A	Clarify 5.4 and retention of hard copy in 7.0
1/15/07	B	Update 4.3

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

Administrative Policy Development and Approval Flowchart

