

**Discovery Center Policy Development Procedure**

1. A problem is introduced and addressed at a Parent Committee meeting. This can come about through communication with parents or as requested by the governing body.
2. The PC and the governing body define the problem together through meetings and/or emails and determine if there is reason to proceed.
3. A time limit is set for gathering data based on the nature of the problem and concurrence between PC and the governing body. Data gathering occurs through parent surveys, general parent meeting discussion, and conversations with students if applicable.
4. Data is analyzed at a PC meeting and solutions are brainstormed.
5. The PC shares potential solutions with the governing body at a PC meeting and proposed solutions are selected jointly.
6. Policy can be edited or new policy drafted to reflect the proposed solutions.
7. The proposed solutions and applicable policy drafts are shared by the PC with the parent body via surveys, emails, and/or discussion at a general parent meeting. A timetable will be applied to this process to keep it moving forward.
8. The PC does a final edit and submits a formal proposal to the governing body.
9. The governing body accepts the formal proposal as written and moves on to Step 10 or the governing body writes or requests further edits. If further editing is requested a meeting will occur between the PC and the governing body to discuss the data that led to that editing. Step 8 will be repeated.
10. The governing body shares the new written policy with parents via a general parent meeting, email, and hard copies to be posted at the Discovery Center and added to the Orientation Binder.

\*\*This process was created by PC and staff members in 2017.