

## **Suggestion Policy for Improving School Operations**

Board Policy: SB-8  
Adopted: July 15, 2013

### **I. General Policy Statement**

The Haywood County Board of Education recognizes that community members, parents and school system employees are its most valuable resource in the continuous improvement of all facets of school operation. Therefore, everyone is invited and encouraged to offer ideas and suggestions on improving school operations through a formal suggestion program. Issues concerning individual students and employee are not covered under this policy and should be addressed through policy A-2 *Appeals to the Board*, policy P-20 *Grievance Procedures for Employees* or policy SA-1 *Student Conduct and Discipline*.

### **II. Regulations**

- A. The Haywood County Schools (HCS) suggestion program is open for participation by employees, parents and members of the community.
- B. The directors of the Human Resource Office and the Maintenance Department are delegated the responsibility for management of the suggestion program. These departments are responsible for reviewing suggestions in a frequent, timely manner.
- C. Suggestions must be legibly written and submitted in accordance with plan procedures. Submitters are asked to provide as much support information as possible to clearly indicate anticipated benefits to the system.
- D. Suggestions may be emailed, mailed or sent through inner office mail to the Central Office.

### **III. Procedures**

- A. A Review Committee will be appointed by the Superintendent and shall include a member of the Board. The committee shall meet quarterly to review submitted suggestions.
- C. Each suggestion submitted and will be acknowledged in writing to the submitter.
- D. The suggestion will be evaluated by the Suggestion Review Committee. Notification of the acceptance, rejection or modification of the idea shall be sent to the submitter.
- E. Adoption of an idea or suggestion may be referred to the Superintendent and/or the Board of Education if adoption of the idea involves a policy change or the idea may be viewed as controversial.

### **IV. Implementation and Operation**

- A. Procedures will be established by the Superintendent and may be modified at any time.
- B. Responders may be awarded a certificate of appreciation for the suggestion.