Flowchart for Development and Review of Policy

Board Identifies Need/Concern Executive Identifies Need/Concern Staff Identifies Need/Concern Board Identifies Need/Concern Superintendent or Executive Staff brings need/concern to • If governed by existing policy, Officer Identifies Need/Concern Superintendent applies policy • If governed by existing policy, • If governed by existing policy, applies policy applies policy Board clarifies with If existing policy needs Superintendent: revision, or new policy If existing policy is needed needs revision, or new policy is needed Referred to Referred to Coordinating Coordinating Committee Committee Coordinating Committee revises or drafts policy Superintendent brings policy to District Admin for feedback • Seek legal dep't advice as necessary Revised/Draft Policy brought back to Board for clarification/amending

• Policy accepted or rejected

• Board or Superintendent may refer rejected policy back to

Coordinating Committee to revise and resubmit

Community Member (including parent/student) identifies Need/Concern

Community Member brings need/concern to Superintendent or Board

 If governed by existing policy, applies policy

This is a fluid process in which policy may be sent back for revision to the Coordinating Committee, District Administrators and/or Legal Department before returning to the Board for approval.