

**209.00.1      PROCEDURE: NEW POLICY DEVELOPMENT**

- A. School board members, District administration, employees, students, parents/guardians or a resident of the school district may identify the need for a new policy or for substantial revisions to an existing policy.
1. The request for policy development or review will be routed to the Secretary to the Board of Education who initiates the formal review process (Notification of Board chair, Chief of Staff).
  2. The Secretary to the Board and the Chief of Staff will review the policy request. Based on the review, they may recommend no action based on local, state or federal law or because the requested item is addressed in another existing policy. If this is the case, the individual submitting the request will be notified that the item is already addressed in local, state or federal law or existing policy. If this is not the case, the policy development process will continue with an e-mail notifying board members and the Superintendent that a policy request has been received and a committee may be needed for its development.
  3. A policy team, an ad hoc committee composed of a Board member and appropriate staff, will be constituted and will draft the policy.
  4. The draft policy will be presented to the Committee of the Board (COB) for review and discussion. The COB will provide feedback to the policy team regarding the proposed policy.
  5. The policy team will make any necessary revisions to the draft policy and submit it again to the COB.
  6. The COB will again review and approve the policy and submit it to the next formal Board of Education meeting for approval through the process defined in Policy 209.00.
  7. The Board Secretary will announce the new/revised policy, catalog and index the policy, post it to the website, maintain the working files used in the development of the policy and archive the policy.
  8. District Administration will implement the procedure as provided for in Policy 209.00.