

Policy & Procedure Development

- A new policy may initiate a new procedure process.
- Not all policies will require a new procedure.
- Procedures may be developed concurrently with a policy.
- A policy or procedure may be returned for further development and review.

Policy/Procedure Initiated:
State, Board, Administration, or Committee

Policy/Procedure Development & Review
Administration &/or District Committee

Policy/Procedure Review:
Instructional Council

Board Policy Review:
Board Policy Committee

Procedure Approval:
District Leadership

Policy Approval:
Board of Education

- Board Policy Committee reviews policy for appropriateness and thoroughness prior to submission to the Board of Education for final review and approval.

- A new policy may be initiated as a response to a state statute or rule, Board need, or district request from administration or committee.
- Each policy series will be reviewed every 5 years. Individual policies may be reviewed as needed at the request of Board or District Leadership.
- Policy/Procedures are developed through a committee process involving Board members, administration, and/or staff.
- Instructional Council reviews applicable Policy/Procedure for appropriateness, thoroughness, and formatting.
- District Leadership informs Board and provides final approval for district procedure.