Proposal for policy revision, repeal or addition from board, staff, parent, student or community is received by Superintendent \downarrow Legal Reviews and drafts new policy or revisions as appropriate \downarrow Assistant Superintendent/Department - Review/Revision Superintendent Review Send to Partnership or Relevant Employee Group for Comment \downarrow Revise as appropriate and send to Superintendent for final review \downarrow Post on website at **Governing Board Webpage** For review & comment by public and Board members \downarrow Legal receives comments from website and submits to Governing Board Office for distribution \downarrow **Governing Board Adoption**

Note: The Governing Board may send a policy back to any step or skip any step in the process. The Governing Board reserves the authority to take action at any time to adopt, revise or repeal a policy.