Proposal for policy revision, repeal or addition from board, staff, parent, student or community is received by Superintendent

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Legal Reviews and drafts new policy or revisions as appropriate

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Assistant Superintendent/Department - Review/Revision

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Superintendent Review

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Send to Partnership or Relevant Employee Group for Comment

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Revise as appropriate and send to Superintendent for final review. The Superintendent will add policy review to upcoming Governing Board meeting as a Study item.

After initial review by Governing Board, policy will be posted on website at Governing Board Webpage. SCPC Moderator, all site council chairs and SSAC President will be sent a link to the item with the request that it be forwarded to their respective groups for review and comment.

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Legal receives comments from website and submits to Governing Board Office for distribution

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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.