

 <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: Board Policy Process
	POLICY CODE: BG

Creating policy is a crucial school board role in our system of education governance. Like Congress, state legislatures, and city or county councils, school boards establish the direction and structure of their school districts by adopting policies through the authority granted by the state legislature. School board policies have the force of law equal to statutes or ordinances.

Policies establish directions for the district; they set the goals, assign authority, and establish controls that make school governance and management possible. Policies are the means by which educators are accountable to the public.

**Development of Policies**

Suggestions regarding the content of policies may originate with a member of the Board, the Superintendent, a staff member, a parent, a student, a consultant, a civic group, or any resident of the District.

The attached chart – (Exhibit BG-1 - Policy Development Flowchart) illustrates the default process that shall be followed in the development of policies, or revisions of existing policies, to be recommended to the Governing Board for adoption. The Board may take action after hearing the Superintendent's recommendations, or, in its discretion, at any time.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

**Policy Implementation**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system as defined by the Arizona School Boards Association (ASBA).

The Board reserves the right to review all administrative regulations. The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution.

### **Policy Review**

The policies and regulations shall be reviewed at least every two years by the Superintendent or designee. If no changes are made, the review date appears in the policy, but a revision date remains the same and all previous revision dates should be included.

Adopted: May 11, 2004  
Revision: July 27, 2010  
Review:

LEGAL REF.: A.R.S. 15-321  
15-341

Cross Ref: BGF – Suspension/Repeal of Policy