	<p style="text-align: center;">ADOPTION AND REVISION OF BOARD POLICIES AND DISTRICT PROCEDURES</p>	<p style="text-align: center;">B62.00 Revised May 1996 Page 1 of 1</p>
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**BOARD ADOPTED  
PROCEDURE**

The following procedure has been established to provide an organized method for introducing new items for Board consideration and possible adoption as Board policy. Also, this same procedure can be used to introduce proposed revisions to existing policies for Board consideration.

In addition, the method can be used for introducing a procedure to be considered for inclusion in the Board Policies and Administrative Procedures manual.

Process for Adoption or Revision of Board Policies

1. Suggestions for policies are offered by any of the following:
  - a. The School Board, appropriate Board committee, or Board member
  - b. The Superintendent or administrative or professional/technical staff
  - c. A parent or other citizen
  - d. A community group
  - e. Other person or group
  
2. Proposals for new Board policies or revisions to existing policies, are written by either:
  - a. Superintendent or designee
  - b. Appropriate Board committee or Board member
  
3. Once proposed policies or proposed revisions to existing policies are in draft form, the supervisor of the appropriate division reviews and approves them, consulting with the originator(s) as appropriate.
  
4. Drafts or proposals are next sent to:
  - a. Legal counsel for review, formatting, editing and coding.
  - b. The Superintendent for approval and/or modification, with additional review by the appropriate Board committee as needed.
  - c. The full Board for formal approval.

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5. Proposed policies that are approved by a Board committee, or recommended to the full Board by the Superintendent despite lack of committee approval, are presented on Board agendas first for Board information and then for adoption. A public hearing may be held at the Board's discretion before policies are adopted.
6. Completed policies are printed and distributed for inclusion in the Board Policies and Administrative Procedures manual and entered on-line in the District computer data base.

Process for Adoption of Revision of District Procedures

1. Most District procedures are adopted and revised by the administration. The Superintendent may establish or revise procedures to assist in carrying out new or revised Board Policies, or to update existing administrative procedures to reflect current needs. The Superintendent shall approve all administratively-adopted procedures according to such process as the Superintendent may select.
2. On occasion, the Board may adopt or revise a procedure supplementing a Board policy. In such case, the process followed is the same as with adoption or revision of Board policies.
3. Completed procedures are printed and distributed for inclusion in the Board Policies and Administrative Procedures manual and entered on-line in the District computer database.