POLICY DEVELOPMENT PROCESS

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.

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The policy will be posted on the website at [Governing Board Webpage](http://www.tusd1.org/contents/govboard/policysub.html) for a minimum of two weeks prior to Study and four weeks prior to Action by the Board. The 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.