DISTRICT POLICY PROCESS

How does a practice, procedure, or legal mandate become a district policy?

1. In general, new or revised policies and procedures are generated from the following areas:
   - Legislative changes from the state or federal government
   - A court decision that changes an existing professional practice

OR

The need for potential changes comes to our attention via:
   - Local administrative or school board recommendations to solve local issues
   - Local administration working with the School Board and district counsel
   - OSPI (Office of the Superintendent of Public Instruction) and ESD (Educational Services District) communications
   - Professional associations and publications

2. Policy Adoption
   - After seeking input from major stakeholders, policy recommendations are brought to Superintendent’s Cabinet for review.
   - The final draft of proposed policy is then presented by the Superintendent to the School Board President for placement of the Board agenda.
   - Policy is presented to the school board for adoption via a first and second read process.

3. After Policy Adoption
   - Procedures and forms are developed and posted on the district website.
   - Policies and procedures are monitored and reviewed.
   - Administrators, faculty, and staff are notified of policy changes through email, meetings and staff newsletter.

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