

ADMINISTRATIVE REGULATIONS  
POLICY/REGULATION CHANGE

BP  
ADMINISTRATIVE REGULATION

CHANGING/CREATING  
AN ADMINISTRATIVE  
REGULATION

After a departmental review, individuals who wish to initiate a new regulation or regulation change will submit a draft regulation in writing to the Director of Student Services. (See Exhibit A – Regulation Change or Creation Checklist.) For this purpose, the requestor will be responsible for collecting the information below and submitting it to the Student Services department:

- Current regulation and/or
- Proposed regulation

REVIEW COMMITTEE

The Director of Student Services will determine who will present the proposed regulation recommendation/change to the Superintendent's Leadership team. Upon approval, the draft regulation will be forwarded by the Director of Student Services to the Policy Review Committee (PRC) for consideration and/or approval. The PRC Standing Committee is comprised of District administrators; however, an ad hoc committee may be used if necessary. Any recommended changes to the draft by the PRC will need final approval by the Superintendent's Leadership team.

After final regulation approval, the Director of Student Services will communicate the changes, and the regulation will be made available on the District website.

CHANGING/CREATING  
A BOARD POLICY

After a departmental review, individuals who wish to initiate a new local Board policy or policy change will submit the draft policy or policy change in writing to the Director of Student Services. (See Exhibit B – Policy Change or Creation Checklist.) For this purpose, the requestor will be responsible for collecting the information below and submitting it to the Student Services department:

- Current policy and/or
- Proposed policy

REVIEW COMMITTEE

The Director of Student Services will determine who will present the proposed policy recommendation/change to the Superintendent's Leadership team. Upon approval, the draft policy will be forwarded by the Director of Student Services to the Policy Review Committee for consideration and/or approval. The PRC Standing Committee is comprised of District administrators; however, an *ad hoc* committee may be used if necessary. Any recommended changes to the draft by the PRC will need final approval by the Superintendent's Leadership team.

BOARD APPROVAL

Once the Superintendent's Leadership team has approved the policy and it has been communicated to the Board in the Board Update, it will be presented to the Board for approval.

Following Board approval, Student Services will submit the policy to the Texas Association of School Boards for recording, and the policy will become Local Board Policy and will be available on the District website.