

## Guidelines

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Bylaws - 0120

### Columbus School District Change of District Policies – Procedures

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| <b>Step 1</b> | Notify Mark regarding the intention to change/add/delete a district policy. Mark gives go-ahead <u>or</u> returns for revisions <u>or</u> stops procedure.  |
| <b>Step 2</b> | Develop first draft, involving others as appropriate.   |
| <b>Step 3</b> | Give to Mark for initial review. Edit as necessary.   |
| <b>Step 4</b> | Bring to full Administrative Team for discussion.   |
| <b>Step 5</b> | Modify as needed based on Administrative discussion.  |
| <b>Step 6</b> | Bring to Administrative Team for final discussion/approval. Superintendent will decide on the Effective Date of the policy with input from the Administrative Team.   |
| <b>Step 7</b> | Final copy goes to Pam, who sends a final copy with the effective date to the Administrative Team. A final copy will be given to the Board (not for approval . just information/awareness.) A notice will also be given to staff that a policy change has occurred. |