

ADMINISTRATIVE REGULATIONS
POLICY/REGULATION CHANGE

BP
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 Compliance and Policy. (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 Compliance and Policy department:

- Current regulation and/or
- Proposed regulation

The Director of Compliance and Policy 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 Compliance and Policy 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 Compliance and Policy will communicate the changes, and the regulation will be made available on the District website.

Following Board approval, Compliance and Policy 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.