

Administrative Regulation

Board Policies/Administrative Regulations, Procedures for Development of

- A. Copies of proposed or revised Board Policies are routed to all concerned office heads. Requests for review should be forwarded, within five (5) days, to the superintendent or the designated representative.

Annotated copies of policies, printed on blue paper, are presented to the Board for first reading and comments. Copies for the second reading and adoption are presented to the Board on pink paper. Second readings for adoption are prepared for the next succeeding regular Board meeting unless held for a specific reason.

Office heads who wish to respond to a proposed or revised Board Policy should plan to do so within five (5) work days before the date of the first Board reading.

- B. Administrative Regulations outline or define the operational details necessary for district implementation of Board Policy and provisions of the Education Code. Several regulations may be covered by the provisions of one policy. Administrative Regulations are usually proposed to the superintendent or the designated representative by one of the several offices of the district.

Copies of proposed or revised regulations are usually referred to the originating or responsible office for approval. Final approval will be made by the superintendent.

- C. Board Policies and Administrative Regulations are constantly being reviewed for Code agreement. Comments or questions should be directed to the respective office head.

The superintendent or the designated representative is responsible for the publication and dissemination of copies of policies and regulations to all holders of the Board Policies Handbook.

Ref: EC Section 35161

Approved: January 12, 1973

Revised: August 27, 1979

Revised: March 4, 1986

Reviewed: July 1, 2000