

Administrative Regulation

Board Policies/Administrative Regulations, Procedures for Development of

- A. Copies of proposed or revised Board Policies are reviewed by all concerned office heads.

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.

- 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 reviewed periodically 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 printed or electronic copies of policies and regulations along with a list of the updates to all district administrators.

Ref: EC Section 35161

Approved: January 12, 1973

Revised: August 27, 1979

Revised: March 4, 1986

Reviewed: July 1, 2000

Revised: August 24, 2018