

ADMINISTRATIVE REGULATIONS

BP
(REGULATION)

INITIATION OF
ADMINISTRATIVE
REGULATIONS

Administrative regulations and/or revisions may be initiated by the Superintendent and/or appropriate school personnel.

ANNUAL REVIEW

The administrator responsible for a given area is responsible for monitoring the need for revision, deletion, or creation of administrative regulations in his/her department on at least an annual basis as evidenced by completion of the form provided at Exhibit A.

APPROVAL PROCESS

The administrator who identifies a need to develop, revise, or delete an administrative regulation shall:

1. Advise the Executive Director for Communications and Government Relations responsible for the official Administrative Regulations Manual of such need.
2. Discuss the development or revision of a regulation with the appropriate Assistant Superintendent and make recommendations based on a committee's review.
3. Submit a draft of the regulation or revision for Executive Director for Communications and Government Relations to review for consistency with Board Policy and/or to request assistance with the language used to adequately reflect the required procedures prior to submitting the regulation to the Superintendent's Cabinet for approval.
4. Present the resulting draft to the Superintendent's Cabinet for review and approval. (See Exhibit B)

DISTRIBUTION

All approved Administrative Regulations will be processed through the office of the Executive Director for Communications and Government Relations for distribution in order to maintain a historical record of administrative actions.

ACKNOWLEDGEMENT

Each administrator who is issued an Administrative Regulation Manual will be required to sign an acknowledgement form indicating that he/she has received and reviewed each newly approved regulation. The signed acknowledgement must be returned to the office of the Executive Director for Communications and Government Relations for accountability purposes.