

ADMINISTRATIVE REGULATIONS

BP
(REGULATION)

DEVELOPMENT

The Superintendent and administrative staff will be responsible for developing and enforcing procedures for the operation of the District. Procedures must be consistent with Board policy and law and will be designed to promote the achievement of District goals and objectives.

These procedures will constitute the administrative regulations of the District and shall consist of guides, handbooks, and forms, as well as other documents defining standard operating procedure and designated "Regulations."

New administrative regulations and amendments to existing administrative regulations will be effective upon approval of the E Team unless otherwise noted. The administration will provide reasonable notice of new and amended administrative regulations to those persons affected by them. In case of conflict between the administrative regulations and policy, policy shall prevail. [See BP]

OFFICIAL COPY

The official copy of all documents constituting administrative regulations will be kept in the director of policy and administrative procedure's office and will be responsible for their accuracy. As noted in BP(LOCAL), administrative regulations are subject to Board review but are not to be adopted by the Board. In case of conflict between the administrative regulation and policy, policy will prevail.

PROCESS

The following steps will guide the developmental process of administrative regulations:

1. Determine need for administrative regulation,
2. Obtain input and draft a preliminary version of the regulation,
3. Provide preliminary draft to the director of policy for formatting and consistence with existing education law and board policy,
4. The director of policy will provide a formal draft back to the requestor,
5. The requestor should provide the draft to the appropriate E Team member for consideration and placement on the E Team agenda,
6. Once a regulation is approved, the E Team member or the original requestor should contact the director of policy,
7. The director of policy will see that the new or revised regulation is placed on the intranet.
8. The director of policy will oversee that new or revised regulations are communicated to the appropriate District and cam-

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pus staff members. These updates will generally be communicated in the form of an e mail.

AVAILABILITY

All administrative regulations, including manuals, guides, handbooks, and forms, will be kept up-to-date and will be made accessible to staff and the public as required by the Public Information Chapter of the Government Code. [See GBA]