

ADMINISTRATIVE PROCEDURES

The Superintendent shall specify required actions and design appropriate procedures for operation of the District in accordance with Board Policy. These detailed arrangements shall constitute the administrative procedures governing the District.

Administrative procedures need not be approved by the Board in advance of issuance except as required by law or in cases when the Board requests such approval. Procedures and regulations formally approved by the Board shall be so indicated.

Administrative Procedures Manual

Administrative procedures and regulations shall be appropriately coded and maintained in a Procedures Manual which are reviewed and updated periodically. The manual is available for public inspection and reference at the Board Offices and each District building.

Administrative Procedures Dissemination

The Superintendent or designee shall disseminate information about regulations and procedures to the affected staff, students and/or members of the public.

Board members shall receive Administrative Procedures Manuals and copies of all new or revised administrative procedures.

Adopted: March 21, 2007