

Administration

Creation and Modification of Regulations

1. Biannual Review

Regulations 1000, 3000, 5000 and 7000 will be reviewed during the odd numbered calendar years.

Regulations 2000, 4000 and 6000 will be reviewed during the even numbered calendar years.

Proposals for new regulations or modifications to existing regulations will be submitted in the required year by April 1 of that year. The procedures set forth in III A-H below will be completed by July 1. When necessary, proposals for new regulations or modifications may be made at any time.

2. Responsibility for Creation and Maintenance of Regulations

State, federal and local laws require the creation and amendment of District regulations. The changing needs of the District require the same. Administrators must assure that required District regulations are in place and also assure that changes are made to regulations when necessary.

Administrators listed below will be responsible for creating and maintaining regulations:

<u>Policy</u>	<u>Title</u>	<u>Administrator</u>
1000	Community Relations	Director of Communications and Public Affairs
2000	Administration	Superintendent of Schools
3000	Business Services	Chief Financial Officer
4000	Personnel Services	Executive Director of Human Resources
5000	Student Services	Director of Support Services
6000	Instruction	Director of Curriculum and Instruction
7000	Facilities	Director of Building and Grounds

3. Procedure

Administrators will create or modify regulations based on applicable laws and the needs of the district. Creation of a new regulation or modification of an existing regulation will occur as set forth below.

- a. The responsible administrator will propose a new regulation or a modification to existing regulations to cabinet for its consideration. Suggestions by the public and school personnel for revisions or additions to existing regulations are welcomed by administration. Such suggestions by school personnel should normally be directed through regular administrative channels to the Superintendent. Members of the public may convey their ideas by communicating with the School Board or the Superintendent. The responsible administrator may involve such other persons or organizations as

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he/she deems appropriate so as to develop the best possible proposed regulation or modification.

- b. The Superintendent with the assistance of the Cabinet will review and approve or reject the proposal. Revisions may be recommended by the Cabinet.
- c. Cabinet will submit the proposal, as approved, to legal counsel for review and opinion. Should legal counsel deem modification or rejection necessary, cabinet will be informed.
- d. When the proposal has been approved by the Superintendent with the assistance of the Cabinet and legal counsel, it will be posted for 30 days on the District's Internet site. The public's response to the proposal will be collected by the Communications Department. All responses must be in writing and submitted to Cabinet.
- e. When the time for public response has passed, the responses will be considered by Cabinet. Should Cabinet believe it necessary to amend the proposal because of the public's response, Cabinet will make the necessary amendment and approve or reject the proposal. Cabinet may involve the administrators listed above in re-wording the proposal.
- f. In the event public response has generated an amendment to the proposal, Cabinet *and* legal counsel must approve the amendment.
- g. The proposal or modification will then be submitted to the Board of Education for its review and approval as part of Superintendent's Consent and/or Board of Education Consent agenda.
- h. Following Board of Education approval, the regulation will be published and incorporated into the administrative regulations of the District and in electronic form on the District's Web site.

Administrative Regulation adopted: May 18, 2009
Administrative Regulation modified: October 18, 2010