

Administration

Policy/Regulation Development Procedure

Policy Manual

The superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board, the regulations of the administration, and the bylaws adopted by the board. The board policies, the administrative regulations, and the board bylaws shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent which are adopted by the county board. They serve as guides to the administration in the development and implementation of regulations for operating the county office.

The superintendent must take the leadership in the policy-making process, by recognizing the need for specific policies and giving the board proposed policy statements for consideration, modification and adoption. The superintendent shall develop procedures by which policies will be developed and presented to the board.

Regulations

The superintendent shall specify the required actions, and design the detailed arrangements under which the county office and its programs are to be operated. Those regulations and procedures which apply throughout the county office and its programs are to be designated as "regulations," and are to be placed in the county policies and regulations manual. The regulations shall be presented to the board before implementation, but the board will not adopt a regulation unless requested to do so by the superintendent or unless adoption is required by federal or state law. Administrative regulations must be consistent with the policies adopted by the county board. The superintendent is responsible for development and implementation of the county regulations. He/she should, as a matter of good administrative procedure, develop a system whereby staff members are involved in development of regulations in order to make certain that each regulation is complete, efficient, sufficient to the need, consistent with adopted board policy, and capable of full implementation.

Bylaws

Bylaws are the rules governing the internal operations of the county board. When need for a new bylaw, or modification of an existing bylaw is recognized, the superintendent will be directed to develop and present the board with an effective new or modified bylaw for consideration, modification if necessary, and adoption. The same procedure used for development of policies shall be used for development of bylaws.

Policy/Regulation Development Procedures (continued)

Sources of Recommendations for Change in the Policy Manual

The county board recognizes that the policy manual will always stand in need of improvement, and welcomes written recommendations for change from any source, including board members, administrators, other staff members, students, members of the community, and public and private agencies and organizations. The administration is expected to propose changes in the manual made necessary because of changes in law, state regulations, and court decisions. Any recommendations for change may be presented to the county board, the superintendent, or the superintendent's designee.

Legal Reference: Education Code

- 35014 Adoption of rules by governing boards
- 35035 Powers and duties of superintendent
- 35291 Rules (powers of governing board)
- 48657 Rules and regulations for management and government  
(adjustment schools)

Government Code

- 3540-3549.3 Public educational employer-employee relations

Policy

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