

CLASSIFICATION: Administration

ADOPTED: 1/5/79

REVISED: 5/10/95

SUBJECT: Establishment of Policies, Administrative
Regulations, and Bylaws

PAGE: 1 of 2

The County Superintendent of Schools establishes this administrative regulation to maintain a system accessible to staff that preserves and maintains the board policies, administrative regulations, and bylaws established for the San Diego County Office of Education.

The County Superintendent of Schools directs that all written recommendations for new or revised policies or administrative regulations have the prior approval of the appropriate division assistant superintendent and be forwarded to the Legal Services Unit, Business Services Division.

A draft will be prepared by the Legal Services Unit for the appropriate division assistant superintendent to submit to Cabinet for review and tentative approval. The Legal Services Unit, Business Services Division, is responsible for editing, posting, and distributing new or revised policies and administrative regulations.

The division assistant superintendent or his/her designee is responsible for preparing the issue paper to present to the County Board of Education for action on board policies.

When a proposed board policy has had its first presentation to the County Board of Education or when a proposed administrative regulation has been developed with the tentative approval of the County Superintendent of Schools, it shall be circulated to all manual holders, employee organizations, and posted on bulletin boards located in each section office at the San Diego County Office of Education.

The County Superintendent of Schools welcomes written recommendations from staff to the proposed new or revised policy or administrative regulation. Responses to the posted, proposed policy or administrative regulation must be in writing and submitted to the Legal Services Unit within ten (10) working days from the date of posting.

In emergency situations, the ten (10) day posting period for administrative regulations only may be suspended by the County Superintendent of Schools.

CLASSIFICATION: Administration

ADOPTED: 1/5/79

REVISED: 5/10/95

SUBJECT: Establishment of Policies, Administrative
Regulations, and Bylaws

PAGE: 2 of 2

Responses to the posted proposed policy or administrative regulation received by the deadline shall be considered by Cabinet before:

1. The proposed administrative regulation is formally adopted by the County Superintendent of Schools, or
2. The proposed policy is formally adopted by the County Board of Education in accordance with Board Bylaw No. 9311.

Formal policies, administrative regulations, and bylaws shall reflect the date of adoption and revision, and be printed in the *San Diego County Office of Education Board Policies and Administrative Regulations Manual*. Only statements so adopted shall be regarded as official.

Staff shall be notified of final disposition of the proposed new or revised policy or administrative regulation with thirty (30) days.

After final adoption of the policy or administrative regulation, copies shall be distributed to each position or unit that is assigned a manual and shall be posted for staff information. The adopted version shall remain posted on bulletin boards for ten (10) working days.

A manual shall be maintained in the San Diego County Office Research and Reference Center.

Manuals are assigned to designated positions and/or programs, not to individual employees. Employees leaving the employment of the County Superintendent of Schools shall return their copy of the manual to their division assistant superintendent.

The division assistant superintendent or his/her designee shall orient new employees concerning the manual and its use.

Board Policy No.: 2100
Board Bylaw No.: 9311, 9312

Derivation: Former Administrative Regulation No. 2144.5, Adopted 1/5/79. Amended, Renamed, and Renumbered 2200, 5/10/95.