

ADMINISTRATIVE REGULATIONS

BP  
(LOCAL)

- 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 will consist of guides, handbooks, and forms, as well as other documents defining standard operating procedures and designated "Regulations."
- All administrative regulations will be under the Superintendent's direction. Variations from defined procedures will be with the prior Superintendent's approval. Administrative regulations are subject to Board review but will not be adopted by the Board. In case of conflict between the administrative regulations and policy, Board policy will prevail.
- Revision** Administrative regulations may be amended at any time by the Superintendent or designated staff, with the prior approval of the Superintendent.
- Official Copy** The official copy of all documents constituting administrative regulations will be kept in the Superintendent's office, and the Superintendent or designee will be responsible for their accuracy. If discrepancies occur among different copies of administrative regulations distributed throughout the District, the official copy will be regarded as authoritative.
- 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]