



ADMINISTRATIVE PROCEDURE

CATEGORY: **General Administration, Policy Implementation**

SUBJECT: **Development, Use, and Revision of Administrative Procedures**

A. PURPOSE AND SCOPE

1. To provide guidelines for the development, use, revision and deletion of district administrative procedures.
2. **Related Procedures:**
 Development, Adoption, and Implementation of Board Policy 0620
 Written Communications 1600
 Legal and District Policy Releases 1705

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies B-1000, B-1100, B-5000, B-6000, C-2000, C-2200, C-3000, C-3800, C-5000, C-7000, C-7100, I-1000, I-1020, and I-1200.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Chief of Staff.
2. **Definitions.**
 - a. **Administrative procedures:** The basic rules for implementing law and policy and for administering, coordinating, and articulating programs affecting more than one district department or division. A procedure contains specific detailed rules to put policy into practice, generally telling how, by whom, where, and when things are to be done including parameters for flexibility and ability to petition for waivers. A full compilation of district administrative procedures is posted on the district website.
 - b. **Originating Office:** The office primarily responsible for handling inquiries, problems, and other matters covered by the procedure. This office also is responsible for revising and updating procedures that are applicable to the department or function. Specific concerns or questions about an existing procedure or suggested revisions should be directed to the originating office.
3. **Purposes and Objectives.**
 - a. To provide guidelines for implementing state and federal laws, Board of Education policy, and district practices.
 - b. For administering, coordinating, and articulating programs affecting one or more departments or divisions within the district.
 - c. To strengthen district administration by defining and clarifying roles, responsibilities, and reporting relationships.
 - d. To achieve uniformity of interpretation and operations.

- e. To strengthen communications and working relationships among school, community, and district personnel.
 - f. To provide a quick reference point and accurate, current information on district programs and practices.
 - g. To facilitate systematic improvement, development, and implementation of various programs and activities.
 - h. To provide a basis for simplifying work, facilitating coordination, and minimizing duplication of effort.
 - i. To acquaint employees and the public with district programs and activities.
 - j. To orient employees new to the district or to their position responsibilities on district programs and practices.
4. **Compliance with Administrative Procedures.** All employees are responsible for compliance with formally adopted uniform practices and procedures of the district. By law, an employee's failure to comply with provisions of the Education Code, regulations of state and local boards of education, or district policies and procedures may be cause for dismissal (District Policy C-5000).
5. **Inclusion in Guides, Manuals, or Handbooks.** District procedures may be reproduced in whole or in part in district manuals, guides, and handbooks following the guidelines in Administrative Procedure 1600.
6. **Development or Revision of Procedures.** New procedures or revisions to existing procedures may be initiated due to changes in legal requirements or Board of Education policy, when district programs or activities are newly established, or when existing procedures become outdated.
7. **Deletion of Procedures.** Procedures may be requested for deletion from the district website when it is determined that they are obsolete or no longer applicable to district operations; request for deletion should come from department/division head to Chief of Staff via written memo that includes reason/rationale for procedure deletion.
8. **Administrative Procedure Format.**
- a. **Purpose and Scope.** Outlines what the procedure covers, including exceptions, limitations, and other information clarifying applicability to a particular situation.
 - b. **Legal and Policy Basis.** References legal authority (e.g., Education Code, Code of Regulations), Board of Education policy, or binding contracts (i.e., collective negotiations agreements). Excerpts from legal authority or policy statements may be included when required for clarification.
 - c. **General.** Includes outline and general and background information, noting appropriate requirements; defines terms; clarifies roles, responsibilities, and permissive or mandatory provisions. Note: Originating Office (see Section C.2.b.) shall be noted in Section C.1. of each procedure.

- d. **Implementation.** Provides instructions for the normal flow of information or sequence of events. Each step should be complete, following through to final action taken; roles and responsibilities, including reporting relationships, should be incorporated. Steps should be stated in a clear and concise manner for brevity and quick communication.
- e. **Forms and Auxiliary References.** Lists basic auxiliary references (manuals, guides, handbooks) and required forms (including title, identification number, and means of obtaining form).
- f. **Reports and Records.** Lists reports and records required for operation and control of the activity or program; outlines any specific record retention requirements.
- g. **Approved by.** Certifies that Legal Services has reviewed and approved the new or revised procedure for posting.
- h. **Issued by.** Certifies that the Chief of Staff, as the Superintendent's designee, has approved the new or revised procedure for posting and dissemination to district staff.

D. IMPLEMENTATION

1. Adoption of Policy.

- a. Superintendent ensures that any policy statements adopted by Board of Education are clearly identified as official statements of policy.
- b. Board Action Officer forwards a copy of any board-adopted policy statement to Legal Services.
- c. Legal Services incorporates policy into *District Policy Manual* and cross-references it with district procedures as suggested by district staff originating the policy change.

2. Federal, State and Local Legislation. The Government Relations Department serves as the district's primary liaison with federal, state and local government officials and agencies and provides information to the Superintendent and Board of Education. The department maintains an active office in Sacramento to manage review and advocacy activities pertaining to all state legislation affecting K-12 education. The department also monitors federal legislation affecting education and maintains the district's relationships with Congressional representatives.

3. Case Law. Legal Services informs the Superintendent's Cabinet of new case law or other legal matters that could impact policy and procedures.

4. Development or Revision of Procedures.

- a. Originating office requests a locked version of a currently posted procedure or a blank procedure template from the Chief of Staff's assigned designee.
- b. Chief of Staff's designee provides to requestor a locked Word document with track changes feature enabled for revising a current procedure or a blank administrative

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procedure template for development of a new procedure; notes the date provided and to whom in a database.

- c. Originator/requestor writes new procedure following established template or makes suggested changes to existing procedure and forwards to supervisor or department head for review and approval.
 - d. Originator/requestor submits approved draft of new procedure or tracked changes copy of existing procedure to Chief of Staff's designee, via Cabinet-level manager, for review and edit.
 - e. Chief of Staff's designee routes draft of new procedure or tracked changes copy of existing procedure to Legal Services for review and approval; notes date in a database.
5. **Final Approval and Posting.**
- a. Upon Legal Services approval, Chief of Staff's designee prepares new or revised procedure in final locked format and posts it to the district website.
 - b. Per Board Policy C-5000(c), administrative procedures are ratified and reenacted during the annual organizational meeting of the Board of Education, held in December of each calendar year.
6. **Periodic Review of Procedures.** Every Originating Office should regularly review their procedures for possible revision.

E. FORMS AND AUXILIARY REFERENCES

1. *District Policy Manual*, available on the district website at <http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/33/documents/policymanual.pdf>

F. REPORTS AND RECORDS

1. Chief of Staff's designee to maintain a database of current status of all Administrative Procedures.
2. Legal Services prepares roster of new, revised, and deleted procedures for annual Board of Education approval.

G. APPROVED BY



General Counsel
As to form and legality

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H. ISSUED BY

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Chief of Staff