



ADMINISTRATIVE MEMORANDUM

POLICY AND PROCEDURE DEVELOPMENT AND DEVELOPMENT MANAGEMENT | 1006.1

As established in Board Policy 1006 Policy and Procedure Development, the Board is charged with the responsibility of setting policy for the administration of the District and the operation of its schools subject to the provisions of state and federal laws and regulations and in accordance with the policies, rules, and regulations of the State Board of Education. The Board adopts policies to satisfy mandates and to meet the needs and desires of the community. The Superintendent is responsible for the development of administrative procedures for implementing the Board's policies.

This administrative memorandum provides guidelines for the development and management of the District's written policies and procedures. These guidelines are intended to facilitate efficient, effective management of all areas of District operations.

In general, Board policies are the adopted statements of the Board that establish general terms under which the District operates. Board policies include goals, objectives, and principles that represent the beliefs and commitments of the District. Administrative procedures, which are issued in the form of administrative memoranda, describe the essential steps and responsibilities needed to carry out a policy.

Any department- or school-level rules, directions, or instructions must align with all applicable administrative memoranda, Board policies, and state and federal laws and regulations. Handbooks, manuals, and similar materials which contain policies and procedures are maintained separately from the Board policy manual and the administrative memoranda manual. Departments or schools issuing such documents are responsible for verifying and maintaining all contents. Whenever possible, such documents should be published online in a central repository with other official rules and regulations of the District.

All policies and procedures should address relevant legislation; reflect the mission, values, and priorities of the District; assign responsibility and accountability to ensure due diligence; comply with Board Policy 1006 and related procedures; and be developed in consultation with the District's key stakeholder groups.

The Superintendent delegates to the Office of the Deputy Superintendent for Student Support Services the responsibility of determining requirements and establishing internal processes for the development, review, and approval of policies and procedures in accordance with Board Policy 1006. This office is also responsible for coordinating the process for creating and revising policies and procedures; drafting new or revised policies and procedures; cataloging the current policies and procedures; managing the District's policy and procedure webpages; maintaining an archive of rescinded or revised policies and procedures; and communicating substantive policy and procedure changes to necessary groups.

The designated owner of a policy or procedure has overarching responsibility for the policy or procedure, and for ensuring that the policy or procedure is implemented, progress is monitored, and the policy or procedure is regularly reviewed.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.