

Policy Type: Executive Limitations

Development of Administrative Procedure

The Superintendent shall not operate without written procedures that are consistent with law and Board policy **and that ensure reasonable progress toward achieving the Board's Ends.**

Accordingly the Superintendent shall not fail to develop and promulgate, with input and assistance from staff, students, parents and other community members, administrative procedures that:

1. Are designed to achieve the Board's *Ends*
2. Are consistent with constraints set forth in the Board's *Executive Limitations*
3. Are consistent with federal and state law
4. Contain all legally required and recommended procedures

The Superintendent shall not fail to communicate to the Board:

1. Circumstances which indicate the need to draft new administrative procedure or revise existing administrative procedure
2. Suggestions from CASB or other recognized education policy experts regarding new procedure language or revisions to existing procedure
3. Administrative procedures that are inconsistent with current law or Board policy

The Superintendent shall not fail to provide copies of all newly promulgated or revised administrative procedures to the Board and all administrative procedure.

The Superintendent shall not fail to provide copies of all newly promulgated or revised administrative procedures to the Board and all administrators with instructions to distribute to staff and students.

Adopted: April 21, 2004

Revised: February 22, 2012

Monitoring Method: Internal report

Monitoring Method: September