

DEVELOPMENT	<p>The Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. Procedures must be consistent with Board policy and law and shall be designed to promote the achievement of District goals and objectives.</p> <p>These procedures shall constitute the administrative regulations of the District and shall consist of guides, handbooks, and forms, as well as other documents defining standard operating procedure and designated "Regulations."</p> <p>All administrative regulations shall be under the direction of the Superintendent; variations from defined procedures shall be with the prior approval of the Superintendent. Administrative regulations are subject to Board review but shall not be adopted by the Board. In case of conflict between the administrative regulations and policy, policy shall prevail.</p>
REVISION	<p>Administrative regulations may be amended at any time by the Superintendent or designated staff, with the prior approval of the Superintendent.</p>
OFFICIAL COPY	<p>The official copy of all documents constituting administrative regulations shall be kept in the Superintendent's office, and the Superintendent or designee shall be responsible for their accuracy. If discrepancies occur among different copies of administrative regulations distributed throughout the District, the official copy shall be regarded as authoritative.</p>
AVAILABILITY	<p>All administrative regulations, including manuals, guides, handbooks, and forms, shall be kept up-to-date and shall be made accessible to staff and the public as required by the Public Information Chapter of the Government Code. [See GBA]</p>