

Title: **FORMULATION OF ADMINISTRATIVE
REGULATIONS**

Administrative
Regulation: **305**

Preparing Office: *Office of the Superintendent*

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Revised:

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I. *Policy 305*

II. *Procedure*

- A. *Staff members who wish to propose new or revised Administrative Regulations will first submit proposals to the Director of Staff Relations for initial review and to the Superintendent's Council for final review.*
- B. *All new Administrative Regulations will be printed in the style and form of the approved Style Manual for Policy of the Board.*
- C. *All new or revised Administrative Regulations will be added to the Policies and Regulations manual after final approval and signature from the Superintendent.*
- D. *All new or revised Administrative Regulations will be reviewed by the Board and distributed to appropriate personnel by the Director of Staff Relations.*

State Law:
State Reg.:
Federal Law:

Adm. Reg.
Neg. Agr.:
Other Citation: Style Manual
for Policy of the Board