

BOARD POLICY AND ADMINISTRATIVE REGULATION DEVELOPMENT AND APPROVAL PROCEDURE**A. Definition**

1. A BOARD POLICY is usually a statement of philosophy which sets the general direction within which the District shall operate. A Board Policy requires approval of the Board of Trustees at an open board meeting.
2. An ADMINISTRATIVE REGULATION is an administrative interpretation of Board Policy which specifies the procedure to be followed in implementation of a Board Policy.

B. Process of Drafting or Revising a Board Policy or Administrative Regulation

1. When drafting new Board Policies or Administrative Regulations:
 - a. Identify specific Board Policy section(s) according to the sections listed below.

| | |
|--------------------------|--------------------------|
| 0000 General | 5000 Students |
| 1000 Community Relations | 6000 Instruction |
| 2000 Administration | 7000 New Construction |
| 3000 Business | 9000 Bylaws of the Board |
| 4000 Personnel | |
 - b. An Administrative Regulation must be drafted in line with an established Board Policy. Where no Board Policy exists, one must be drafted along with the draft Administrative Regulation.
 - c. For assignment of the proper Board Policy or Administrative Regulation number(s), consult the Executive Director Administrative Services. Policies and Administrative Regulations which pertain to more than one section will bear more than one number and will appear in each section involved.
2. When revising Board Policies or Administrative Regulations show both old and new language:
 - a. Strike out language being deleted and underline new language being inserted.

Example: Seven slow bears slept on the forest floor.
(See Exhibit B)
3. Double check legal references, citations, revision dates and other related information.

Fullerton Joint Union High School District
AR 2071.1(b)

4. When reading the law, Board Policies, or Administrative Regulations, be sure that the most recent statement of each is used. Copies of legal references may be found in the Superintendent's Office and online at <http://www.cde.ca.gov/re/lr/cl>. For copies of Board Policies and Administrative Regulations, see 14 on the next page.
5. Type the draft of the Board Policy or Administrative Regulation according to the format used in the Board Policy Manual (See attached Exhibits A and B).
6. After the Board Policy or Administrative Regulation final draft is completed, present it to the appropriate member of the Superintendent's Cabinet.
 - a. Attach copy of legal text and citation to the final draft.
 - b. Indicate who was consulted (if anyone) with regard to preparing the final draft.
7. Appropriate Superintendent's Cabinet member reviews final draft, initiates formal legal counsel review when appropriate, and directs rewriting of the draft if necessary.
8. Final draft is forwarded to employee organization presidents and others as appropriate for review. Thirty days should generally be provided for this purpose.
9. Final drafts are placed on the Administrative Council agenda for review by a Superintendent's Cabinet member.
10. The final draft along with Administrative Council's recommendation is then presented to Superintendent's Cabinet for final administrative approval.
11. The administratively approved draft of a Board Policy usually will be communicated to the Board of Trustees two weeks prior to first reading at a regular Board Meeting. If changes are requested by the Board at first reading, those changes are made, and the Policy returns to the Board Agenda for second reading/action at the next meeting. If no changes are made, the Policy returns to the agenda in the same format at the next meeting for second reading/action.
12. An appropriately approved Board Policy or Administrative Regulation is produced in final form by the Superintendent's Cabinet member's staff (see attached Exhibit A) on white paper, proof-read, and corrected. The approved and corrected Board Policy or Administrative Regulation then is presented to the Executive Director Administrative Services.
13. The Executive Director Administrative Services will make the necessary arrangements for communicating the new or revised Board Policy or Administrative Regulation.

14. The Executive Director Administrative Services will distribute via District email the approved Board Policy or Administrative Regulation with a transmittal letter to the following: and will upload new/revised Board Policy or Administrative Regulation to the District website: —

Management Team members (includes Board members)
Student Board Member
Employee Organization Presidents
Department/Area Chairpersons
Public Libraries (Buena Park, Fullerton, La Habra)
North Orange County Regional Occupational Program
Master Manual Executive Director Administrative Services Office

15. Management Team members and supervisory personnel are responsible for:
- a. Sharing new or revised Board Policies and Administrative Regulations with staff members directly impacted by the new revised copy.
 - b. Reviewing Board Policies and Administrative Regulations annually with all staff prior to the opening day of school. In addition, indicate to staff where Board Policies and Administrative Regulations are located on the District web site.
 - c. Changes in Board Policies and Administrative Regulations occurring subsequent to the annual review (above) will be communicated to staff by posting the letter of transmittal (see 14 above) and by emailing the revision to all staff members.

Reference: California Education Code 35035, Additional Powers and Duties of Superintendent.

Regulation adopted: February 6, 1978; September 12, 2000; September 12, 2001, April 13, 2015