



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 1405

PAGE: 1 OF 5

EFFECTIVE: 12-1 O-63

REVISED: 5-1 3-98

CATEGORY: General Administration, Policy Implementation

SUBJECT: Development, Use, and Revision of Administrative Procedures

A. PURPOSE AND SCOPE

1. To provide guidelines for development, use, and revision of district administrative procedures.
2. **Related Procedures:**
 - Legal and district policy releases No. 1705
 - Development, adoption, and implementation of board policy No. 0620
 - Written communications No. 1600

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: B-1 000, B-1 100, B-21 00, B-5000, B-6000, C-2000, C-2200, C-3000, C-3800, C-5000, C-7000, C-7100, I-1000, I-1020, I-1200, I-1210, K-1500.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Research and Reporting Unit, Assessment, Research, and Reporting Department, Planning, Assessment, Accountability, and Development Division.
2. **Definitions**
 - a. **Administrative procedures:** The basic rules for implementing law and policy and for administering, coordinating, and articulating programs affecting more than one department or division. A procedure contains specific detailed rules to put policy into practice, generally telling how, by whom, where, and when things are to be done, including parameters for flexibility and ability to petition for waivers. A full compilation of district administrative procedures is found *in the* four-volume set of *Administrative Procedures* and *in the Emergency Procedures Handbook*.
 - b. **Originating office:** The office primarily responsible for handling inquiries, problems, and other matters covered by the procedure. This office also is responsible for drafting procedure and keeping it up-to-date. (**Note: Any office** concerned with a specific procedure may submit a suggested revision to the originating office.)

3. **Purposes and Objectives**

- a. To provide guidelines for implementing state and federal laws, Board of Education policy, and district practices, and for administering, coordinating, and articulating programs affecting one or more departments or divisions within the district.
- b. To strengthen district administration by defining and **clarifying** roles, responsibilities, and reporting relationships; to achieve uniformity of interpretation and operations where uniformity is necessary.
- c. To strengthen communications and work relationships among school, community, and district personnel; to provide a quick reference and accurate, current information.
- d. To facilitate systematic improvement, development, and implementation of various programs and activities; to provide a basis for simplifying work, facilitating coordination, and **minimizing** duplication of effort.
- e. To acquaint employees and the public with district programs and activities; to orient employees new to the district or to their position responsibilities; to retain valuable knowledge and experience in the district in spite of normal personnel changes.

4. **Compliance with Administrative Procedures.** All employees are responsible for compliance with formally adopted uniform practices and procedures of the district. The originating **office** should be contacted **if there** are concerns.

By law, an employee's failure to comply with provisions of the Education Code, regulations of state and local boards of education, or district policies and procedures may be cause for dismissal (District Policy C-5000).

5. **Inclusion in Guides, Manuals, or Handbooks.** District procedures may be reproduced in whole or in part in district manuals, guides, and handbooks following the guidelines in Procedure No. 1600.

6. **Development or Revision of Procedures.** **New** or revised procedures usually are initiated because of a change in legal requirements or Board of Education policy, when district programs or activities are newly established or revised or when they become out dated.

7. **Procedural Format**

- a. **Purpose and Scope.** Outlines what the procedure covers, including exceptions, limitations, and other information clarifying applicability to a particular situation.
- b. **Legal and Policy Basis.** References legal authority (e.g., Education Code, Code of Regulations), Board of Education policy, or binding contracts (i.e., collective

negotiations contracts). Excerpts from legal authority or policy statements may be included when required for clarification.

- c. **General.** Outlines district procedures and includes general and background information, noting appropriate requirements; defines terms; clarifies roles, responsibilities, and permissive or mandatory provisions. **Note:** Originating **office** (see C.2.b.) shall be noted in C. 1. of each procedure.
- d. **Implementation.** Provides instructions for the normal flow of information or sequence of events. Each step should be complete, following through to final action taken; roles and responsibilities, including reporting relationships, should be incorporated. Steps should be stated in a terse manner for brevity and quick communication (e.g., concise, active voice, without definite articles unless necessary).
- e. **Forms and Auxiliary References.** Lists basic auxiliary references (manuals, guides, handbooks) and required forms (including title, identification number, and means of obtaining form).
- f. **Reports and Records.** Lists reports and records required for operation and control of the activity or program; outlines any specific record retention requirements.

D. **IMPLEMENTATION**

1. **Adoption of Policy**

- a. Superintendent ensures that any policy statements adopted by Board of Education are clearly identified as **official** statements of policy.
- b. Recording secretary to board forwards a copy of any board-adopted policy statement to Research and Reporting Unit.
- c. Research and Reporting Unit incorporates policy into *Policy Manual* and cross references it with district procedures.

2. **State Legislation**

- a. Legislative Programs Department, Communications and Community Relations Division, informs each district **office** of enacted legislation that could impact operations and administrative procedures of that **office**.
- b. Each affected office provides an analysis of impact and forwards it to Legislative Programs Department.
- c. Legislative Programs Department maintains a copy and forwards a copy to Research and Reporting Unit when necessity if procedure revision is indicated.

3. **Case Law.** Office of General Counsel **informs** Research and Reporting Unit and other affected offices of new case law and other legal matters that could impact policy and procedures.
4. **Development or Revision of Procedures**
 - a. Initiating office, early in the process of developing or revising procedures, contacts Research and Reporting Unit for assistance regarding format, conflicts with other policies, provision of essential management and organizational controls, and coordination with other departments or divisions.
 - b. Originator of new or revised procedure forwards a draft or marked copy (see D.5.) to Research and Reporting Unit for review, finalizing, and routing.
 - c. Research and Reporting Unit, prior to inclusion in district manuals, routes each finalized procedure for approval by department/division heads affected, general counsel, deputy superintendent, and superintendent.
 - d. Division head of originating office and superintendent sign procedure.
5. **Periodic Review of Procedures.** Research and Reporting Unit will periodically request originating **offices** to review procedures-particularly those not revised for several years-for possible revision.
6. **Material Submitted.** Procedures submitted to Research and Reporting Unit must be accompanied by name of *initiating* supervisor or management employee.
 - a. **New procedures.** Originating office submits *Microsoft Word* or *Corel WordPerfect* computer word processing file by diskette or electronic mail (and optionally a printed version), following standard procedural format; classification and number are established by Research and Reporting Unit.
 - b. **Revisions.** To facilitate word-by-word comparison and understanding of changes in finalizing and routing a suggested revision, originating office marks changes on a copy of current procedure. If changes are extensive, part or all of procedure may be printed out or submitted electronically as a word processing file (see D.6.a.) along with a marked copy of current procedure, noting affected sections.

E. **FORMS AND AUXILIARY REFERENCES**

F. **REPORTS AND RECORDS**

G. APPROVED BY

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