



ADMINISTRATIVE PROCEDURE

THE ADMINISTRATIVE DIRECTIVE SYSTEM:
POLICIES, ADMINISTRATIVE PROCEDURES,
ETC.

2481

Procedure No.

July 1, 2005

Date

- I. **PURPOSE:** To describe the Administrative Directive System and the development of its components.
- II. **BACKGROUND:** It is the intent of the Board of Education that there be full compliance with Board Policies. To this end, the implementing Procedures must be promptly prepared, personnel concerned must be made aware of the required Procedures, and receive such instruction as may be needed. Performance under Administrative Procedures must also be monitored to identify problems.

Administrative Procedures implementing Board Policies should be received in a spirit of acceptance and commitment by all concerned. Any resulting problems should receive prompt attention. It should be kept in mind that the entire Administrative Directive System, including these Procedures, is dedicated to assisting school system administrators in the effective and consistent performance of their assigned duties.

- III. **DEFINITIONS:** The following definitions apply to the contents of this Administrative Procedure:
- A. **Board of Education Policies:** Board of Education Policy guidance which remains effective until specifically canceled or modified by the Board of Education. These are printed on blue paper and filed in a 3-ring binder entitled, "Board of Education Policies."
- B. **Administrative Procedures:** Chief Executive Officer's (CEO's) system-wide procedural guidance or administrative information which remains effective until specifically canceled or modified by a later Administrative Procedure or Administrative Bulletin. These are printed on yellow paper and filed in a 3-ring binder entitled, "Administrative Handbook."
- C. **Administrative Bulletins:** Temporary or transitory type of system-wide procedural guidance or administrative information which is self-canceling at the end of the current school year, or at an earlier date, if so specified in the individual Bulletin concerned. These are printed on green paper and filed either in the Administrative Handbook or in a 3-ring binder entitled, "Bulletins" in accordance with the instructions on the Bulletin.
- D. **Inter-Office Memoranda:** General business communications, not of a system-wide procedural or guidance nature, between individuals or offices.
- E. **Intra-Office Memoranda:** Communications of any sort within a given office.



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- F. Index: The alphabetical index of Policies and Procedures by subject contained in the first section of the Administrative Handbook and Board of Education Policies Book. Consult this index to locate Administrative Procedures, Board of Education Policies, or Bulletins.
- G. Distribution Lists: The Standard Distribution Lists are found in Administrative Procedure Number 2485 which should be followed to determine who should receive copies of Administrative Procedures, Board of Education Policies, and Bulletins.

IV. **PROCEDURES**:

- A. Developing and Publishing Administrative Procedures:
1. Issuance: Only the Chief Executive Officer (CEO) may issue an Administrative Procedure. Any department may originate a Procedure, but approval, by signature, is retained by the CEO.
 2. Format of Administrative Procedure: To facilitate ease of reading and reference, Administrative Procedures will follow a standard to which administrators will become accustomed. The following standard paragraphs are provided, and those which are applicable to an individual Administrative Procedure can be selected as appropriate: (See Attachment 1).

STANDARD PARAGRAPH

PARAGRAPH GENERAL CONTENT

- | | |
|----------------|---|
| a. PURPOSE | Concise statement of “why” the Administrative Procedure is being written. |
| b. POLICY | Reference to Board of Education’s Policy stating “what” is required. |
| c. BACKGROUND | Additional explanation in short, narrative form of circumstances or events which may provide a better understanding of the policy and purpose of an Administrative Procedure. |
| d. DEFINITIONS | Clear identification of terms which |



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- may have a specific meaning within the Administrative Procedure concerned.
- e. PROCEDURES Sequential guidance in “what” to do, “when,” and “by whom” in accomplishing the purpose of the Administrative Procedure concerned.
 - f. RELATED PROCEDURES Other Administrative Procedures which may be an alternative or supplementary way of accomplishing all or part of an Administrative Procedure.
 - g. MAINTENANCE AND UPDATE OF THESE PROCEDURES Identification of the initiating office responsible for regular, annual updating, and for interim special updating or changes.
 - h. CANCELLATIONS AND SUPERSEDURES Identification of existing Administrative Procedures which are to be superseded and canceled by the new Procedure.
 - i. EFFECTIVE DATE AND SIGNATURE Show date to be effective-provide for approval and signature space for the CEO.

The format of paragraphs is a guide, and should other paragraph captions be considered appropriate to add to the above, such is recommended.

- 3. Development of Procedure by Initiating Office:
 - a. Determine content desired in Procedure.
 - b. Prepare draft in general format of Attachment 1 of this Procedure.
 - c. Ensure Procedure is complete, accurate, appropriate with administrative mechanics thoroughly checked for feasibility and facility.



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- d. Check for consistency with Board of Education Policy Book: indicate need for new changes in Policies.
 - e. Ensure no overlapping, duplication, or conflict with other Administrative Procedures.
 - f. Assure currency of reference to Board of Education Policies, State laws, or State Board of Education Bylaws.
 - g. Submit draft to appropriate Administrator for review and approval.
4. Review Prior to Approval:
- a. The Legal Officer will review all Administrative Procedures before they are submitted to the Executive Council. The Legal Officer, with the appropriate staff member, will bring a new or when necessary, a revised Administrative Procedure to Executive Council for review, discussion and preliminary approval.
 - b. If the Executive Council approves, then the Administrative Procedure is submitted to the Legal Office along with an explanation of the need for the new or revised Procedure. If the Procedure is a revision, a copy of the existing Procedure with the changed sections highlighted should also accompany the revised Procedure.
 - c. The Procedure is then reviewed for style, format, and editorial standards. Necessary revisions are made by the Legal Office after coordination and consultation with the initiating office. A number is assigned to all new Administrative Procedures by the Legal Office.
 - d. Upon completion of the clearance process, the Administrative Procedure is ready for the approval and signature of the CEO.
5. Final Approval Before Publishing:
- a. The Legal Office prepares Administrative Procedure for the CEO's approval and signature assembled as follows:



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- (1) Transmittal Bulletin to All Administrative Handbook holders, ready for the CEO's signature.
 - (2) The Procedure, ready for CEO's signature.
 - b. Signature by the CEO constitutes approval for publishing.
6. Publishing:

The Legal Office shall make all necessary arrangements for printing. Generally, each Administrative Handbook holder will receive one copy, and any other distribution will be made the matter of special instructions by the originating office. Publishing costs will be borne by the Office of Communications.
- B. Actions Required Upon Receipt of Board Policies and Administrative Procedures:
 1. Chief Administrators, Regional Assistant Superintendents, Regional Directors, and Principals:
 - a. Provide definite locations for Administrative Handbooks, which hold the Administrative Procedures and ensure knowledge of such locations by all personnel concerned.
 - b. Ascertain that Board Policies and Administrative Procedures are understood by personnel concerned.
 - c. Monitor for problems; report problems requiring system-wide resolution to the office preparing the particular Administrative Procedure concerned, via the appropriate channels.
 - d. Make recommendations for changes in Procedures to the person to whom you report.
 - e. Continuously monitor for compliance in the course of other regular administrative events.
 2. Principals:
 - a. Provide bulletin board space to ensure direct availability of information as to new Procedures, Policies, Bulletins, etc.,



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- with daily update; require staff to consult such bulletin boards as a part of daily routine.
- b. Provide in-service instruction where required. If assistance is desired, consult the supervisor or Principal.
3. Supervisors:
- a. Include a discussion in administrative reviews with Principals and staff as to compliance with Administrative Procedures and Policies of the Board, note problems, and report same to the Regional Assistant Superintendents or Regional Directors.
 - b. Review all matters of violations; report circumstances for concerns to the Regional Assistant Superintendents or Regional Directors.
 - c. Assist in in-service training as appropriate; make recommendations for needed modifications in Policies or Administrative Procedures.
4. Chief Administrators, Regional Assistant Superintendents and Regional Directors:
- a. Provide communication devices to inform employees of new Policy matters.
 - b. Review the published distribution lists for Policies and Administrative Procedures to ensure adequate contact with employees.
 - c. Provide in-service instruction, where appropriate.
 - d. Review actual performance under Administrative Procedures to determine that the intent of the writings is resulting.
 - e. Make recommendations for changes, where necessary; coordinate all such matters with the appropriate Chief Administrator or Regional Assistant Superintendent.



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5. Chief Executive Officer:
 - a. Continuously evaluate performance of the Administrative Directive System.
 - b. Recommend to the Board of Education any needed new Policies, and/or changes to existing Policies.
 - c. Advise the Board of Education on implementation.
- C. Developing and Publishing Administrative Bulletins:
 1. Issuance: Only the following may issue Bulletins:
 - a. Chief Executive Officer
 - b. Chief Academic Officer
 - c. Chief Accountability Officer
 - e. Chief Financial Officer
 - f. Chief Information Officer
 - g. Chief Administrator for Strategic Planning and School Support
 - h. Chief Administrator for Human Resources
 - i. Chief Administrator for Supporting Services

Any office may originate a Bulletin within the above divisions; however, serializing and approval by signature is retained by those listed.
 2. Format of Bulletins: To facilitate ease of reading and reference all Bulletins will follow a standard arrangement to which Administrators will become accustomed (See Attachment 2).
 - a. Data Block – consists of four elements shown in upper right of the Bulletin:

(1) Originator's Serial Assigned in sequence



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- (2) Date of Bulletin
 - (3) Originating Office
 - (4) Cancellation Date
- b. Address – consists of three elements designating:
- (1) To whom the Bulletin is address.
 - (2) From whom it is issued.
 - (3) The subject of the Bulletin.
- c. The following standard paragraphs are provided as a guide and should other paragraph captions be considered appropriate to add, such is recommended:

STANDARD
PARAGRAPH

PARAGRAPH
GENERAL CONTENT

- (1) Purpose
 - (2) Information
 - (3) Filing Instruction
 - (4) Approval Section
- by Number offices in “C.1” above within each fiscal year.
Date of issuance.
The office that actually generated the Bulletin and will answer questions.
Date by which the intent of the Bulletin information will be accomplished.
- Clear statement of the purpose of the Bulletin in brief, pointed terminology.
This is the information part of the Bulletin, which also carries the request for any short-term actions—such as filling out a form; replacing directives in the Administrative Handbook; etc.
This paragraph is used to designate what specific filing action is to be taken.
All Bulletins require the approval of one of the school system officials listed in “C.1” on Page 7.



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- (5) Attachments If the Bulletin carries any document for distribution, show the name of the document in the lower right corner of the Bulletin following the word, "Attachment."
- (6) Distribution Lists Standard distribution lists are shown in Administrative Procedure 2485. Show applicable lists in the lower left of the Bulletin.

3. Filing Bulletins:

- a. Filing of Bulletins is by "Originator's Serial Number" – the topmost item in the Data Block, of the Bulletin.
- b. Maintain a three-ring binder and the tabs for sectionalizing the binder.

4. Development of Bulletin By Initiating Office:

- a. Drafting the Bulletin: Bulletins may be drafted by any person following the format shown in the preceding page. All elements should be completed except the Originator's Serial Number in the Data Block. Be sure to show the actual originator's office as the third item in the Data Block.
- b. Approving the Bulletin: After drafting, the Bulletin should be presented to the appropriate school system official shown in Section IV. C. 1. for signature. Upon signature, the Bulletin is ready for publication. A serial number should be assigned by the approving official at this time, as the first item in the Data Block. This serial number should be constructed as shown below:

S-61-05

Originator's Series	From a Serial Sequence of Bulletins issued.	The Fiscal Year of Issue
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- c. Printing the Bulletin: Printing Costs for Bulletins are to be borne by the originating office's funds. The following should be accomplished:
- (1) Printing Request "G" form prepared describing the printing work desired.
 - (2) Specify that the Bulletin be printed on green paper.
 - (3) Identify the number of copies desired in accordance with distribution lists selected from Administrative Procedure 2485. If other than standard distribution lists are to be used, the work "special" should be shown on the Bulletin and the "special" list should accompany the Printing Request to Printing Services.
- d. Distributing the Bulletin: Unless specifically requested otherwise, Printing Services will forward all Bulletins to the Mail Room for distribution by lists requested. In addition, Printing Services will forward the Original of the Bulletin to the originating office together with the customer copy of the printing request.
- e. Upon Receiving a Bulletin: Bulletins are retained by all offices during the school year in the appropriate 3-ring binder.
- f. Questions Concerning a Bulletin: Questions concerning the content of any particular Bulletin should be addressed to the office shown in the Data Block, "Originating Office." Should copies be requested, the same office will supply them.
- g. Annual Purge of Bulletin Files: Bulletins, by definition, are temporary or transitory utility. It is of obvious advantage not to maintain files of useless materials. Accordingly, Bulletin files should be screened during the month of August each year, and all Bulletins with a past cancellation date should be eliminated from the file.

- V. RELATED PROCEDURES: Administrative Procedure 2485, Standard Distribution Lists.



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- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: This Administrative Procedure originates with the Legal Office, and will be reviewed and updated as the need may develop.
- VII. **CANCELLATIONS AND SUPERSEDURES**: This Administrative Procedure cancels and supersedes Administrative Procedure 2481, dated June 12, 1996.
- VIII. **EFFECTIVE DATE**: July 1, 2005.

Approved by:
Howard A. Burnett
Interim Chief Executive Officer

Attachments: Attachment 1 - Administrative Procedure Format
Attachment 2 - Bulletin Format

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11