

## PROPOSED

### Development

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.~~ **THESE PROCEDURES SHALL CONSTITUTE THE ADMINISTRATIVE REGULATIONS OF THE DISTRICT AND SHALL CONSIST OF GUIDELINES, HANDBOOKS, MANUALS, FORMS, AND ANY OTHER DOCUMENTS DEFINING STANDARD OPERATING PROCEDURES.**

~~These procedures shall constitute the administrative regulations of the District and shall consist of manuals, bulletins, guides, handbooks, and forms, as well as other documents defining standard operating procedures and designated "regulations."~~

~~All administrative regulations shall be under the direction of the Superintendent; variations from defined procedures shall be with the prior approval of the Superintendent. Changes in regulations must conform to existing legal and/or local policy(s). New administrative regulations, and amendments to existing administrative regulations, shall operate prospectively only and shall be effective 30 days after adoption, except that they may go into effect earlier in cases of emergency involving legal issues; financial accountability; or the security, safety, or welfare of the District's students, employees, or schools, as determined by the Superintendent. The administration shall provide reasonable notice of new and amended administrative regulations to those persons affected by them. Although promulgated by the Superintendent, administrative regulations are subject to Board review. In case of conflict between the administrative regulations and policy, policy shall prevail.~~

**THE SUPERINTENDENT AND ADMINISTRATIVE STAFF SHALL BE RESPONSIBLE FOR DEVELOPING AND ENFORCING PROCEDURES FOR THE OPERATION OF THE DISTRICT. THESE PROCEDURES SHALL CONSTITUTE THE ADMINISTRATIVE REGULATIONS OF THE DISTRICT AND SHALL CONSIST OF GUIDELINES, HANDBOOKS, MANUALS, FORMS, AND ANY OTHER DOCUMENTS DEFINING STANDARD OPERATING PROCEDURES.**

**THE SUPERINTENDENT SHALL ENSURE THAT ADMINISTRATIVE REGULATIONS ARE KEPT UP TO DATE AND ARE CONSISTENT WITH BOARD POLICY. THE SUPERINTENDENT SHALL RESOLVE ANY DISCREPANCIES AMONG CONFLICTING ADMINISTRATIVE REGULATIONS. IN CASE OF CONFLICT BETWEEN ADMINISTRATIVE REGULATIONS AND POLICY, POLICY SHALL PREVAIL.**

- Revision** Administrative regulations may be amended at any time by the Superintendent, or by designated staff with the prior approval of the Superintendent, ~~and are subject to the same effective date and notice requirements as new regulations, as specified above.~~
- Official Copy** The official copy of documents constituting administrative regulations shall be ~~kept in the Superintendent's office, and the Superintendent or designee shall be responsible for their accuracy.~~ **HOSTED ON POLICY ONLINE<sup>1</sup>, WHICH IS HOSTED BY THE TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB).** If discrepancies occur among different copies of administrative regulations distributed throughout the District, the official copy shall be regarded as authoritative. **A HISTORICAL RECORD OF THE DISTRICT'S ADMINISTRATIVE REGULATIONS IS MAINTAINED BY THE LEGAL DEPARTMENT.**
- Availability** ~~All administrative regulations, including manuals, bulletins, 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 CBA]~~
- ALL ADMINISTRATIVE REGULATIONS SHALL BE MADE ACCESSIBLE TO STAFF, STUDENTS, AND THE PUBLIC AS REQUIRED BY LAW OR BOARD POLICY.**

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<sup>1</sup> El Paso ISD Policy Online - <https://pol.tasb.org/PolicyOnline?key=437>