

Development, Review, and Dissemination of Administrative Regulations and Procedures

Board policy sets the direction of the education program and District operations for the administration. Administrative regulations and procedures will be developed and implemented for policies, as appropriate.

It is the responsibility of the Superintendent to develop administrative regulations and procedures to implement the Board policies. The administrative regulations and procedures will be reviewed by the Board prior to their use in the District. Administrative regulations and procedures will be reviewed at least every five years to ensure relevance to current practices and compliance with the Iowa Code, administrative rules and decisions, and court decisions.

The Superintendent's Office will ensure that new and revised administrative regulations and procedures are updated electronically and posted on the District website within ten (10) business days of the change or addition to the manual and distributed to the holders of Board policy manuals. Once the regulation/procedures have been reviewed, even if no changes were made, a notation of the date of review is made on the face of the document. Copies of changes in administrative regulations and procedures shall also be attached to the minutes of the meeting at which the review occurred.

Legal Reference: Iowa Code §§ 279.8, .20.

Approved: 02-23-09
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02-26-18
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