

**ADMINISTRATION**

**SUBJECT: Preparation, Coordination, and Dissemination of Administrative Regulations and/or Revisions**

- A. Management staff members may initiate proposed regulations for their divisions through coordination with the division head.
- B. If the proposed regulation requires a legal opinion or clarification, the division shall secure the appropriate legal review.
- C. To prepare or revise an administrative regulation (AR) and obtain necessary coordination, the initiator will prepare a draft as follows:
  1. Call the Office of the County Superintendent and obtain a number for the proposed AR from the superintendent's designee. A sample regulation will be provided from CSBA Gamut.
  2. Document layout to be used: one-inch margins all around, .5" header and footer, blocked paragraphs and justified margins, using the Times New Roman 12 font.
  3. Format the header in bold, italics, Times New Roman 12 font. Place the page number on the top right line, *Page \_\_ of \_\_* . Add "***Riverside County Office of Education***" on the top left second line. Identify the regulation on the third row, left-hand corner of the draft, as "***Administrative Regulation \_\_\_\_***". Add a double line under the header. Use this same header on all pages of the draft, including attachments.
  4. Format the footer in bold, italics, Times New Roman 8 font. Add a double line at the top of the header. First line is the original approval date of the AR, "Approved April 1, 2022". Second row is the most recent revised date, "Revised April 2, 2022". Use a third row for the initial review of a revision, "First Reading April 3, 2022".
  5. Prepare a single-spaced draft of the proposed regulation with a "Draft" watermark.
  6. Type the title of the Policy Manual section in bold caps and underline, i.e., **ADMINISTRATION** for the 2000 Series, **BUSINESS AND NON-INSTRUCTIONAL OPERATIONS** for the 3000 Series, etc.
  7. Type the subject line, for example: "**SUBJECT: Regulations for Initiating Budget Revisions**". ("SUBJECT" in bold caps and underline; title in bold, lower case title letters and underline.)
  8. When amending an existing regulation, indicate deleted or revised verbiage by crossing it out with strikeouts ("---") and adding new material in red font, for example:

**Riverside County Office of Education**  
**Administrative Regulation 2231.1**

---

After the County Superintendent signs the regulation, it will be posted on the Intranet by the ~~Associate Deputy Superintendent~~ **designated Administrative Assistant to the Riverside County Superintendent of Schools.**

The finished copy of the AR will read as follows:

After the County Superintendent signs the regulation, it will be posted on the Intranet by the designated Administrative Assistant to the Riverside County Superintendent of Schools.

9. If attachments are required, such as forms or exhibits, identify them at the bottom of the AR as "Attachment(s) A, B, etc.". Format the header as indicated in Paragraph C.3. above on each document. Add a fourth line with the title of the exhibit/form.
  10. Provide a memo which summarizes why a new AR is required or what is changed to the existing AR. Reference CSBA's sample policy and any other useful information for Cabinet review.
  11. Send a copy of the draft, with attachments and memo to the division head to take to a Cabinet meeting for review.
  12. Cabinet will review the AR and approve, revise, or deny it.
  13. Once approved, the division head will send the approved AR to the superintendent's designee for posting on the Intranet.
  14. The superintendent's designee will have it posted on the Intranet and will send an e-mail with a copy of the AR to Administrative Council and copy Administrative Council secretaries.
  15. At its next Administrative Council secretaries meeting, any new or revised AR's will be reviewed.
- D. After adoption, the initiator of the regulation will be responsible for organizational implementation.