

# GOV11 - Administrative Regulations

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## G - Government

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### ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Governing Board grants authority to the Superintendent to form advisory councils, cabinets, and committees as necessary to aid in the effective administration of Board policies and to enhance the overall quality of the District's educational programs. All groups established by the Superintendent will serve as platforms for gathering input, feedback, and insights from the District's stakeholders, ensuring broad engagement in decision-making processes.

The Superintendent will clearly define the purpose, structure, and specific tasks of each council, cabinet, or committee to ensure focused and effective contributions.

When developing regulations, procedures, or operational changes that may affect District operations, the Superintendent will seek, wherever feasible, the input of employees who may be impacted.

The Superintendent will also establish effective channels of communication to ensure that staff members, both certificated and support, have opportunities to share their ideas and concerns regarding school operations. The Superintendent will carefully consider these perspectives and include them when presenting recommendations for Board decisions.

### POLICY IMPLEMENTATION

The Superintendent is charged with the responsibility of executing the policies set forth by the Governing Board. This will be done through the development and implementation of administrative regulations that outline the necessary actions and provide detailed guidance for the efficient operation of the District.

The policies adopted by the Board, along with the administrative regulations that support them, are intended to ensure the smooth, effective, and efficient functioning of the school system. All District employees and students are expected to adhere to the policies and regulations established by the Board.

### LEGAL

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### HANDBOOKS AND DIRECTIVES

Drafts of any proposed publications, including but not limited to new or revised curriculum guides, manuals, handbooks, pamphlets, and other similar materials, must be reviewed and approved by the Superintendent or their designee prior to being printed or distributed. The Superintendent will ensure that all such publications align with existing Board policies and administrative regulations.

Copies of all approved publications will be made available to the Governing Board for their reference.

The Superintendent or designee will also approve the issuance of any administrative directive that requires action from school principals. General informational memos from the central administration may be distributed without prior approval.

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**ADMINISTRATION IN THE ABSENCE OF POLICY**

In situations where no established Board policy exists, the Superintendent shall have the authority to take appropriate action. It is the responsibility of the Superintendent to notify the Board of such actions and recommend the development of an official policy to address similar situations in the future.

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