

Policies and Procedures

Education Code grants the County Superintendent (Superintendent) permissive authority to initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which school districts or county offices of education are established.

Administrative policies, procedures, and regulations to clarify the functions and activities and assist in the operation of the Solano County Office of Education (SCOE) are developed in accordance with the law in areas such as the following:

- Comprehensive Plans
- Business
- Students
- Community Relations
- Noninstructional Operations
- Instruction
- Administration
- Personnel
- Facilities

Policies, procedures, or regulations will be adopted using the following process:

1. SCOE managers present a draft policy, procedure, and/or regulation to their department head.
2. The department head submits the draft policy/procedure/regulation to the appropriate member of Cabinet.
3. Cabinet will study the draft policy/procedure/regulation to ensure its compliance with law and compatibility with SCOE's goals, objectives, and strategic framework. Cabinet may also seek County Counsel and/or their insurance carrier review when needed. Revisions will be made as necessary. Cabinet shall then endorse or reject the policy/procedure/regulation.
4. Once Cabinet has approved a policy/procedure/regulation, the Superintendent shall provide signature certification and the date of authorization.
5. The final policy/procedure/regulation along with any applicable attachments, exhibits, forms, and/or other documents shall be distributed by the Superintendent's designee to the members of MAC, and will be included in SCOE's Administrative Policies and Procedures Manual.

Managers shall provide notification and explanation of SCOE's policies, procedures, and regulations to their staff.

Legal Reference:

EDUCATION CODE

- 1240-1281 Superintendent's Duties, Responsibilities, and General Powers
- 35160.2 Authority to Initiate and Manage Programs and Activities

Policy Cross-Reference:

- 2000 Concepts and Roles