

**CODE:       CHA**

**DEVELOPMENT OF ADMINISTRATIVE PROCEDURES**

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The School Committee delegates to the Superintendent the responsibility for developing and disseminating such administrative procedures as may be necessary to carry out the policies adopted by the School Committee.

The Superintendent may seek input from school administrators, staff, students, parents and others in carrying out this responsibility.

The Superintendent may issue administrative procedures without prior School Committee approval unless School Committee action is required by state or federal law or regulations, or the School Committee has asked that certain individual procedures or types of procedures be presented for its approval.

The Superintendent may recommend a proposed administrative procedure for School Committee approval if he/she believes School Committee consideration is necessary or desirable.

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Cross Reference:       CB – School Superintendent  
                              CB-R – Superintendent Job Description  
                              CHD – Administration in the Absence of Policy

Adopted:                May 7, 1985

Revised:                June 4, 1991; July 5, 1994; May 3, 2011