

The board delegates to the superintendent the responsibility for developing required actions and for designing the detailed arrangements to carry out the policies of said board and to operate the schools of the district. These rules and detailed arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

In the development of rules, regulations and arrangements for the operation of the school system, the superintendent shall include, at the planning stage, representatives of those employees who will be affected by such provisions.

The superintendent shall develop channels with certified and classified employees for the ready exchange of ideas and feelings regarding the operation of the schools. He/she shall weigh with care the counsel given by employees, especially that given by groups designated to represent large segments of the staff, and shall inform the board of such counsel in presenting reports of administrative action and in presenting recommendations for board action. (See also GAC).

Community Involvement

The superintendent may involve members of the lay public on committees or study groups whenever necessary and when participation of such lay people may materially aid in the solution of district problems or enhance the submission of recommendations of proposed board action or district policy formulation. The buildings' site councils may serve this role where appropriate.

Student Involvement

The superintendent is encouraged to include students in the formulation of administrative rules. (See also JCB)

Rules Adoption

All administrative rules, which originate from the administrative staff, must be approved by the superintendent before being submitted to the board for adoption, modification, or disapproval. All administrative proposals emanating from the superintendent shall be reviewed but need not be approved by the administrative staff before being submitted to the board for final action.

Rules Dissemination

Copies of administrative rules will be given to those employees who play a role in enforcing the rules or who are affected by said rules for any other reason.

Rules Review

Administrative rules adopted by the board will be subject to continuous review by the board and district's administrative staff.

APPROVED: December 5, 1977

AMENDED: November 14, 1983

REVISED: March 13, 2000

REVIEWED AND APPROVED: December 12, 2011

Rules Drafting

All proposed rules may be submitted to the board's attorney for a determination as to legality before being submitted to the board for final approval. No administrative rule shall be in conflict with board policy.

Staff Involvement

The superintendent and principals shall, at their own discretion, appoint committees for such functions as are not being performed by existing groups or persons.

Each staff committee shall act in an advisory capacity to the administrative officer responsible for the area in which the committee was designated to operate. All committees will terminate no later than one year after their establishment unless otherwise directed by board policy. (Cf. GAC)

Student Involvement

The use of students in the formation of policies and rules shall, to the extent desirable by the school district's administration, be restricted to areas pertaining to attendance center administration. The use of students on committees working to solve district-wide problems may be considered if the subject matter pertains to general student interest.

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