

ADMINISTRATIVE RULES – DEVELOPMENT

POLICY STATEMENT

- A. Administrative staff members will be responsible for the development of specific rules and regulations to be followed in each school of the District. Rules may vary from one school building to another dependent upon the age and need of the students.
- B. Rules developed for each school building will be presented to the District Administrator and Board of Education for approval each new school year. All rules will be in compliance with state law and Board policy.
- C. Building principals will be responsible for disseminating written copies of rules and regulations to students and parents.

POLICY PROCEDURE

- A. When an administrative staff member wishes to modify existing administrative rules, he/she will inform the District Administrator and receive approval. Approval may be given orally in certain situations.
- B. When a significant modification is suggested, or further documentation is necessary, the administrative staff member will submit a written draft of the rule change to the District Administrator, subject to Board approval. The District Administrator will meet with the administrative staff member to discuss the proposed modification.

LEGAL REFERENCE:

CROSS REFERENCE: