

# Administrative Rules

## Purpose

Administrative rules are written to provide consistent leadership in conducting the day to day business of the school. All administrative rules will be approved by the Board of Education through the consent agenda prior to implementation. All administrative rules will be contained in an administrative rule booklet in the superintendent's office.

## Limit of Authority

No administrative rule may be in violation of a stated school board policy. In the event that both a school board policy and an administrative rule speak to the same event, board policy will prevail in all cases.

## Establishment

All administrative rules will be written by the superintendent with the intent to establish a consistent set of procedures by which to follow. Therefore, these rules will be written as a guideline for usage in all such situations. An administrative rule may be changed by the superintendent if found to no longer be effective or appropriate. In the event of a change, the new administrative rule will be approved by the Board of Education on the consent agenda. An administrative rule will continue to be in effect until such time as a new rule is written and has been reviewed by the school board.

## Effect and Authority

Administrative rules delineate how the superintendent, principals, teachers, secretaries, janitors, cooks, aides and all other employees of the district are to interpret board policy. Therefore, administrative rule will have the same expectation level of adherence, as does a board policy and will carry the same discipline effect. However, as administrative rules are written by the superintendent, the superintendent will deal with all discipline concerns regarding administrative rules.

Board Reviewed: 11-18-2003  
Date

Revised: May 29, 2018