

## Section 2000 – General School Administration

2750-R Administrative Rules

2750-R

No administrative rule shall be in conflict with Board policy.

### Rules Drafting

All proposed rules/regulations or procedures may be submitted to the Board's attorney for a legal interpretation before being submitted to the Board for review.

### Staff Involvement

The Superintendent and Principals may appoint committees for such functions as are not being performed by existing groups or persons at their own discretion.

Each staff or community 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 shall terminate no later than one year after their establishment unless re-established by the Board or the administration.

### Student Involvement

The use of student input in the formation of policies and rules shall be encouraged to the extent desirable by the school District's administration. Students may be appointed to work on committees.

### Administration in Policy Absence

In the event the Superintendent is forced to act in the absence of regular Board policy or guidelines and feels that policy is needed, he/she may draft a proposed Board policy, together with appropriate rules, to be presented to the Board at its next meeting for its consideration.

### Considerations

In the development of administrative rules, regulations, and/or procedures, the administrator in charge shall consider the following areas:

A. The Board's Expectations and Concerns

Have measurable outcomes been decided upon by the Board and/or Superintendent?

Have the concerns of individual Board members been addressed?

B. Legal Review

Has there been a review of the *Revised School Code*, the *Laws Relating to Education* and attorney general opinions relative to the policy topic? Has there

## Section 2000 – General School Administration

2750-R Administrative Rules

2750-R-2

been a review of any U.S. court or Michigan court decisions relative to the policy topic?

C. Operational Activities

There shall be consideration given to any staffing, fiscal, notification and in-service/orientation implications relative to the administrative procedures and implementation of the policy.

D. Time Frames

There shall be consideration given to the effective date of any policy implementation activities. Those time frames may include effective date, review dates, a date that the policy or procedures may end.

E. Board Review

There shall be time for the administrative staff to review with the Board the administrative procedures when the topic warrants. Such discussion would override problem areas, handling complaints, review of measurable outcomes and anticipated review dates.

F. Reporting

Prior to any review of the Board's policy or a review of the administrative procedures, the administrative staff shall meet and discuss the policy relative to recommendations (stay the same, amend, or delete), the administrative procedures (meeting the outcomes and/or amending); and future policy and procedure oversight activities.

Rules Accepted: June 29, 2009