

Unity School District - Board of Education

Board Policy 253

Development of Administrative Rules

Last Revised 11/13/2022

~~In order for Board of Education policies to be carried out, amplifications of intent or procedures need to be developed at times for implementation of Board Policy or motions passed by the Board.~~

~~Therefore, the Board of Education delegates the District Administrator to write administrative rules when she/he deems it necessary to amplify, clarify or establish procedures to carry out the Board of Education intent in policy or motions passed at Board meetings.~~

~~In the event that rules or regulations are necessary to cover matters not directly related to an existing policy statement, they shall not abrogate or derogate an adopted policy. Administrative Rules must always be in compliance with board policies and applicable laws and regulations.~~

~~While no official acceptance of administrative procedures by the Board is required, such procedures shall be subject to review by the Board in respect to their correlation with Board Policy. Although administrative rules are often presented to the school board for informational purposes, they are not usually adopted by the school board.~~

The School Board delegates to the District Administrator the function of specifying required actions and designing the detailed arrangements under which the District's schools and other programs will be operated on a day-to-day basis. These detailed arrangements shall constitute the administrative rules governing the District's schools and other operations. All administrative rules shall be consistent with Board policies and legal requirements. As used in this policy, the term "rule" is synonymous and interchangeable with "procedure."

The District Administrator is responsible for developing, approving, implementing, and reviewing administrative rules as needed. However, while retaining overall accountability for and oversight of such rules, the District Administrator may further delegate such responsibilities to other administrators and supervisors.

Administrative rules may be presented to the Board for informational purposes.

Formal administrative rules that are defined and maintained in written form shall be appropriately organized for ease of reference and use. Some administrative rules may be maintained with related Board policies and related Board-adopted rules. In authorizing the administration to specify such written rules, the Board in no way intends to limit the authority of administrative and supervisory personnel to issue other directives, establish other responsibilities and expectations, or define other practices and procedures as may be lawful, prudent and consistent with Board policy for the sound management of the District. Similarly, certain aspects of the day-to-day management and operation of the District require the exercise of discretion such that it may be either impractical or imprudent to attempt to reduce the matter to a formal policy or rule. Applicable legal authority, District policies and rules, and Board and managerial directives shall guide and provide the framework for the exercise of such discretion.

Any detailed explanation of policy, District plan, or other management document for which Board approval/adoption is required by and non-delegable under applicable law shall not be considered an "administrative rule" within the meaning of this policy.

Although this policy expressly establishes that the development and implementation of administrative rules is a delegated responsibility, the Board ultimately reserves the right to review, modify, suspend and revoke administrative rules should the Board conclude that the rules are inconsistent with Board policies or applicable legal requirements, or upon determining that such action is in the best interests of the District.