

The Superintendent has the responsibility for developing required administrative rules/ regulations and procedures to carry out Board policies and to operate the District's schools. These rules/regulations and procedures shall constitute the administrative regulations governing the schools. The Superintendent may inform the Board of new administrative rules or substantive changes in existing administrative rules.

#### Staff Involvement

In the development of rules/regulations, procedures and arrangements for the operation of the District, the Superintendent shall include at the planning stage representatives of those employees who will be affected by such provisions.

The Superintendent shall develop procedures utilizing certified and non-certified employees for the ready exchange of ideas regarding the operation of the District. He/She shall carefully consider the advice 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 5140)

#### Community Involvement

The Superintendent may involve District community members on committees or study groups whenever necessary and when participation of community members may materially aid in the solution of District problems or enhance the submission of recommendations of proposed Board action or District policy formulation.

#### Student Involvement

The Superintendent is encouraged to include students in the formulation of administrative rules affecting students.

#### Rules Implementation

All suggestions for administrative rules/regulations or procedures that originate from the administrative staff must be approved by the Superintendent before being put into practice or modified. All administrative rules/regulations or procedures recommended by the Superintendent shall be reviewed but need not be approved by the administrative staff before implementation.

## **Section 2000 – General School Administration**

2750 Administrative Rules (Cf. 1570)

2750-2

### Rules Dissemination

Copies of administrative rules/regulations or procedures shall be given to those employees who play a role in enforcing the rules or who will be affected by the rule changes.

### Administration in Policy Absence

In cases of an emergency in which action must be taken within the District, where the Board has provided no guides for administrative action, the Superintendent shall have the power to act, but his/her decisions shall be subject to review by the Board at the next Board meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of any need for policy.

Approved: June 29, 2009

LEGAL REF: MCL 380.11a