

## **POLICY REVISION AND REVIEW/BOARD REVIEW OF ADMINISTRATIVE RULES**

*Issued 10/19/04*

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Purpose: To establish the basic structure for continuous policy review and board review of administrative rules.

In an effort to keep its written policies up to date so that they may be used consistently as a basis for board action and administrative decision, the board will review its policies on a continuing basis but not less than once annually.

The board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students and the community for providing evidence of the effect of the policies that it has adopted.

The administrator is given the continuing commission of calling to the board's attention all policies that are out of date or for other reasons appear to need revision. He/she will also have the responsibility of verifying that school board policy changes have been made and incorporated in each manual.

### **Review of administrative rules**

Often policies of the board are accompanied by rules and exhibits that are referred to as administrative rules. These rules are generally drawn up by the administration to execute the policies of the board.

The board will approve administrative rules when such approval is required by law or otherwise advisable. The administrator will have freedom, however, to issue additional rules and procedures provided they are in harmony with board policies.

Adopted 10/19/04; Revised -----