

## **ADMINISTRATIVE RULES POLICY**

### **Purpose**

To describe how board policy will be implemented and enforced within the school to provide a safe and effective learning environment for students.

### **Definition**

An administrative rule is the school's written rule, standard, statement, procedure, guideline, or instruction as to how Board of Director approved policy shall be implemented and carried out for the benefit of students and parents and the operation of the school. The School Director writes administrative rules under the authority of the Bonneville Academy Board of Directors.

### **Policy**

The Bonneville Academy School Director shall establish and enforce administrative rules that contribute toward the effective operation and management of the school. Administrative rules shall reflect the mission, vision, and goals of the school's charter. Administrative rules shall also reflect the intent of broad board policy and shall not be in conflict with any delineated guidelines or procedures contained within school policy. Furthermore, these rules shall not be inconsistent with the charter, by-laws, or any state or federal laws and regulations. At such time that any rule, or part thereof, becomes in violation or conflict, that part shall become null and void. These rules shall also not be contradictory or in conflict with themselves. Administration will make reasonable efforts to change rules to rectify violations and conflicts in a timely manner. The School Director shall provide information on changes or additions to administrative rules to the Bonneville Academy Board of Directors before any official communication to parents or students.

### **Procedures**

Administrative rules may be written, revised, and added to at the discretion of the School Director. New rules, revisions, and additions to rules will be clearly and effectively communicated to the Board of Directors, teachers, staff, students and parents in a timely manner and be made publicly available. Administrative rules are published in the Bonneville Academy Policy and Procedure Manual.

Approved: