



BOARD ADMINISTRATIVE RULE

Development, Adoption and Review of Administrative Rules	BGD	1/18/12
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RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes the need for Administrative Rules (Rules) statements to guide the day-to-day operations of the District as well as the individual schools. These Rules embody the philosophical foundations, beliefs, and core values of the District and the Cobb County Board of Education (Board). As such, they establish parameters within which employees, particularly school and District administrators, exercise their decision making authority.

RULE:

A. ADMINISTRATIVE RULES:

1. Proposed or revised Administrative Rules shall be reviewed and approved by the Senior Staff, Superintendent and Board in compliance with Board [Policy BGD](#) (Review of Administrative Rules).
2. A new or revised Rule officially repeals other Rules or parts thereof which are inconsistent with the most recently approved Rule. Changes in conflicting Rules shall be made by the Policy Development office after involved cabinet members are notified and no objections are raised.
3. Changes in the wording of a Rule of an editorial nature, such as corrections of grammar, changes of personnel titles, wording clarification, etc., that do not alter the intent or provisions of the original Rule may be made by administration but only published after Board review.
4. Each administrative division will annually review Administrative Rules affecting that division. It is recommended that each division maintain a review group to:
 - a. Perform the periodic review of the division's Rules and Forms;
 - b. Evaluate requests for new Rules and Forms; and
 - c. Review suggestions for changes to existing Rules and Forms.
5. All employees are expected to be familiar with Board Policies and Administrative Rules that pertain to them.
6. True and complete copies of all Cobb County School District Administrative Rules are maintained on the District Web site and are available for inspection and review by employees or members of the public.

7. CHANGE PROCEDURES:

The following procedures shall be observed in regard to adding new Rules and changing or deleting existing Rules:

- a. Any employee may recommend changes to Rules or suggest the creation of a new Rule. The recommendation or suggestion may be forwarded to the Policy Development office for consideration and for routing to the appropriate division head. It may also be sent directly to the appropriate division head.
- b. Each division is responsible for interpreting and proposing changes to the Administrative Rules pertaining to its area of responsibility.
- c. The originating division prepares its proposal. The proposal will include:
 - (1) A copy of the proposal indicating the desired change:
 - (a) Language to be deleted should have a line drawn through it;
 - (b) Proposed new language should be underlined;
 - (c) An entirely new Rule should be underlined in its entirety
 - (2) Supporting documentation the originating division feels should be included with the Coordination Record.

- (3) The name of the contact person (Contact) within the division to whom questions regarding the changes or the new Rule may be addressed.
- (4) When the proposal is complete, it will be provided to the Policy Development office in electronic format (Word).
- d. Upon receipt of the file, the Policy Development office will take the following actions:
 - (1) The item will be logged into a routing log.
 - (2) The proposal will be reviewed by the Policy Development office. Suggestions and/or needed clarifications will be discussed with the originating division's designated Contact.
 - (3) A Coordination Record will be prepared,
 - (4) If necessary, the proposed new Rule or proposed changes will be submitted to the District's legal counsel for review.
 - (5) When the Attorney's response is received:
 - (a) If changes are recommended, the Policy Development office will discuss them with the Division Contact to determine whether the Policy Development office may make the change.
 - (b) If no changes are recommended, the Coordination Record will be forwarded to the Senior Staff.
- e. Each individual listed on the Coordination Record may ask questions or suggest changes. When this occurs, the Coordination Record should be returned to the Policy Development office, which will share the questions and/or recommendations with the Contact for his/her consideration. The routing process will then continue.
- f. **Once the Coordination Record Process is Completed:**
 - (1) The completed Coordination Record is returned to the Policy Development office.
 - (2) In compliance with Board [Policy BGD](#) (Review of Administrative Rules) the Board will be provided copies of the Rule, with additions, changes, and deletions identified, for review and questions. The copies will be delivered to members of the Board no less than 10 calendar days prior to the next day meeting (Work Session) of the Board of Education.
- g. **When Board of Education Review is Completed:**
 - (1) The Policy Development office will send the approved change to the District Web Master to be added to the on-line Board Policy Manual (Manual).
 - (2) Upon confirmation from the Web Master that the on-line Manual has been updated, the Director of Policy Development will notify school and District administration of the change to include a brief explanation of the change.

B. FORMS:

The following procedures shall be observed in regard to adding new forms and changing or deleting existing Forms:

1. The originating Division head sends the proposed form to the Director of Policy Development.
2. The Policy Development office determines whether any review of the proposed form needs to occur.
3. If review is needed, the Coordination Record process will be initiated.
4. If no review is deemed necessary, the Policy Development office will send the new form to the Web Master to be added to the on-line Manual.
5. Upon confirmation from the Web Master that the on-line Manual has been updated, the Director of Policy Development will notify school and District administration of the change to include a brief explanation of the change.

Approved: 9/10/69

Reclassified an Administrative Rule: 9/1/04

Revised: 1/26/84; 8/8/84; 6/12/91; 6/25/92; 1/28/93; 8/9/95; 2/25/99; 4/22/04; 9/23/04; 7/14/05; 6/13/07; 1/18/12