

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

ADMINISTRATIVE RULES & PROCEDURES

CODE BAAA-R&P

Administrative rules and procedures shall be written by the Superintendent, when deemed necessary, to implement Shaker Regional School Board policies. Although not a part of policy, they shall provide the necessary guidelines to enable the building administrators to implement and enforce district policies.

Exceptions:

Exceptions to any *Rule & Procedure* or the application of any *Rule & Procedure* may be made if requested or recommended in accordance with the following procedures:

Any person may request an exception to any *Rule & Procedure* or the application of it by writing a letter to the Superintendent. The request shall identify:

1. the name, address and telephone number of the person making the request;
2. the *Rule & Procedure* for which the exception is being requested;
3. the action that the requesting individual desires, and
4. the rationale supporting the need for an exception.

The Superintendent, or his/her designee, shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the *Rule and Procedure* and the request for the exception and the disposition of prior requests for exceptions to the same or similar *Rule and Procedure*.

Following the Superintendent's investigation, the Superintendent may place the request for exception on the Board's agenda and shall report to the Board the circumstances surrounding the request and his/her recommended disposition. The person requesting the exception shall be notified in advance of this agenda item and shall be given a reasonable opportunity to address the Board before the Board determines whether to grant the request for an exception.

The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice.