

Administrative Regulations

Plans, Procedures, and Guidelines that Reflect and Implement Policy

Realistically it would be impossible for the board to govern and implement the work of the district. Implementation, or in this case, educating students and managing district operations, is a full-time job...or several full-time jobs.

In fact, the Texas Education Code charges the superintendent with, among other things:

“managing the day-to-day operations of the district as its administrative manager, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of district operations” and “developing or causing to be developed appropriate administrative regulations to implement policies established by the board of trustees.”
Education Code 11.201

These plans, procedures, programs, regulations, and systems are collectively referred to as “administrative regulations” or “administrative procedures” and, like policy recommendations, they are the responsibility of the administrative staff.

Policy = **W** hat
Administrative Regulations = **H** ow

The Need for Written Regulations

Written regulations ensure everyone is aware of the rules, guidelines, and procedures under which the district operates and further ensures consistency across campuses and departments.

Additionally, with the growth of accountability, reporting, and the related auditing, it has become increasingly necessary for administrators to document the HOW of district operations.

Enforcing Regulations

Boards and administrators often wonder if district regulations, including employee and student handbooks, are enforceable if the board does not take action to adopt or approve them.

Indeed, they are! So long as administrative regulations are not in conflict with district policy, they are enforceable.

More importantly, if the board adopts administrative regulations, they become the law of the district, which means that no changes can be made except at a properly held board meeting. This could unintentionally lead to “painting yourself into a corner” and render administrators actually less able to enforce the rules necessary to effectively manage the district. **For this reason, the board should not adopt such administrative documents. [See policy BP]**

To keep the board informed about changes in these documents, many districts add an information item to the monthly board meeting agenda prompting the superintendent and board to discuss any important administrative changes. This acts as a reminder for busy boards and superintendents to discuss key administrative regulations.