

# MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: JOINT OPERATING  
COMMITTEE PROCEDURES

TITLE: POLICY/PROCEDURE/  
ADMINISTRATIVE  
PROCEDURES

ADOPTED: November 1, 2004

REVISED:

## 000. POLICY/PROCEDURE/ADMINISTRATIVE PROCEDURES

The Joint Operating Committee of Monroe Career And Technical Institute, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Joint Operating Committee and for the safe and orderly operation of the school.

### Section 1. Purpose of Policy/Procedure

The policies and procedures adopted by the Joint Operating Committee are intended to establish the general and overall rules within which the day-to-day operations of the school are to be governed. As applicable, all members of the school community shall be expected to comply with Joint Operating Committee policy and procedure, subject to the limitations established in this policy.

### Section 2. Contents of Policy Manual

#### a. Joint Operating Committee Procedures

The bylaws and rules that pertain to Joint Operating Committee governance shall hereinafter be referred to as Joint Operating Committee Procedures and shall be policy series 000: Joint Operating Committee Procedures.

#### b. Policies

The rules and guidelines that pertain to the safe and orderly operation of the school shall hereinafter be referred to as Policy and shall be policy series 100: Programs, 200: Pupils, 300: Administrative Employees, 400: Professional Employees, 500: Support Employees, 600: Finances, 700: Property, 800: Operations, and 900: Community.

Section 3. Limitations Of Policy/Procedure

Joint Operating Committee policies and procedures are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all Joint Operating Committee policies and procedures shall be given both an interpretation and application that is lawful. The Joint Operating Committee shall determine the final interpretation of its policies and procedures.

As the Joint Operating Committee policies and procedures are limited by legal constraints, so too are the rights of those to whom the Joint Operating Committee policies and procedures apply. Joint Operating Committee policies and procedures are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Joint Operating Committee policy and procedure rests exclusively with the Joint Operating Committee.

Joint Operating Committee policy and procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the school community beyond what is contemplated by law and are not intended to restrict or limit students, employees, or others from pursuing any claims or defenses available under law.

Section 4. Administrative Procedures

Administrative procedures shall be developed by the administration, under the direction of the Director, for implementing the broad policies of the Joint Operating Committee on a day-to-day basis. Administrative procedures shall not conflict with Joint Operating Committee policy.

Administrative procedures are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all administrative procedures shall be given both an interpretation and application that is lawful. The administration shall determine the final interpretation of administrative procedures.

As the administrative procedures are limited by legal constraints, so too are the rights of those to whom the administrative procedures apply. Administrative procedures are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of administrative procedures rests exclusively with the administration.

<p>Pol. 003</p>	<p>Administrative procedures shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the school community beyond what is contemplated by law and are not intended to restrict or limit students, employees or others from pursuing any claims or defenses available under law.</p> <p>Administrative procedures are not part of Joint Operating Committee policy and procedure and may be altered without Joint Operating Committee action but shall be submitted to the Joint Operating Committee for review.</p>
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