

Hemingford Public Schools – District 10

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Hemingford Public Schools – District 10

Administration

Role of Administration

300.01

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It shall be the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration shall work together to share information and decisions under the management team concept.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

**Administration
Structure of Management**

301.01

The board and the administrators shall work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It shall be the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator shall support the decisions reached on the issues confronting the school district.

The board shall be responsible for making the final decision in matters pertaining to the school district.

It shall be the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Adopted: November 8, 2004

Reviewed: December 13, 2004

**Administration
Management Team**

301.02

The board considers all those who have a role in the recruitment or release of employees to be part of the management team. The management team shall be headed by the superintendent. The superintendent shall convene meetings to discuss school district policies, administrative procedures and other business brought to the superintendent's attention.

The management team shall meet with the board upon the board's request or superintendent's recommendation to review overall operations of the school district and conditions affecting the management team. The management team shall have no relationship to the formal negotiating unit. In the event a member or members of the management team are unable to resolve a problem, a committee of one board member, one management team member, and the superintendent shall investigate the circumstances and make a recommendation. If the recommendation does not settle the matter, the board and the management team shall meet to resolve the matter. The board may seek the advice of outside management consultants to assist in resolving the matter.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Succession of Authority to the Superintendent

301.03

In the absence of the superintendent, it shall be the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent shall be in this order:

1. The elementary principal and the secondary principal
2. The school counselor/s
3. The activity director

If the absence of the superintendent is temporary, the successor shall assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board shall appoint an acting superintendent to assume the responsibilities of the superintendent. The successor shall assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Cross Reference:

302 Superintendent

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Communication Channels

301.04

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. The action of the board will be final.

It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal Reference:

Nebraska Statute 79-254 ET seq.

Cross Reference:

- 204.12 Public Participation in Board Meetings
- 402.05 Employee Grievances
- 504.01 Student due Process Rights
- 506.06 Student Publications
- 1005.01 Public Complaints

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Superintendent Qualifications, Recruitment, Appointment

302.01

The board shall employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board shall consider applicants that meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, religion, age, or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board shall also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference:

29 U.S.C. §§ 621-634 (1994).

42 U.S.C. §§ 2000e et seq. (1994).

Cross Reference:

201.01 Board Powers and Responsibilities

301 Administrative Structure

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Superintendent Contract and Contract Non-renewal

302.02

It shall be the responsibility of the board to provide the contract for the position of superintendent. The length of the contract for employment between the superintendent and the board shall be determined by the board, but shall not exceed three years. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment.

The superintendent serves the board as a probationary certificated employee, regardless of length of service. The superintendent's contract shall be deemed renewed and will remain in full force unless it is amended or not renewed. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

In the event of non-renewal, termination or amendment of a contract, the board shall afford the superintendent appropriate due process, including notice of its intent by February 15 of the last presently contracted year.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference:

Neb. Statute 79-824 ET seq.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Superintendent Salary and Other Compensation

302.03

The board has complete discretion to set the salary of the superintendent. It shall be the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary shall be set at the beginning of each contract term as well as each successive year.

In addition to the salary and benefits, the superintendent's actual and necessary expenses shall be paid by the school district when the superintendent is performing work-related duties. It shall be within the discretion of the board to pay dues to professional organizations for the superintendent. The information and professional relationships offered by these organizations are an important component in assisting the superintendent with the successful completion of his or her duties.

The board also sees the importance of regional and national educational advancement and exposure, and shall/may pay all; reasonable transportation, lodging, meal, and conference expenses for the superintendent to attend a national convention or educational workshop offering at least every three years, to be placed on a rotational schedule with the principals in the district, upon board approval.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation shall be included in the records of the board in accordance with board policy.

Cross Reference:

302 Superintendent

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Superintendent Duties

302.04

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

- * Interprets and implements all board policies and all state and federal laws relevant to education;
- * Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- * Represents the board as a liaison between the school district and the community;
- * Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- * Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused, and makes recommendations affecting the school district;
- * Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- * Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- * Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- * Files, or causes to be filed, all reports required by law;
- * Makes recommendations to the board for the selection of employees for the school district;
- * Makes and records assignments and transfers of all employees pursuant to their qualifications;
- * Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;

Administration

Superintendent Duties

302.04

(Continued)

- * Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- * Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- * Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- * Supervises methods of teaching, supervision, and administration in effect in the schools;
- * Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- * Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- * Defines educational needs and formulates policies and plans for recommendation to the board;
- * Makes administrative decisions necessary for the proper functioning of the school district;
- * Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- * Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- * Approves vacation schedules for employees;
- * Conducts periodic district administration meetings; and,
- * Performs other duties as may be assigned by the board.
- * Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
- * Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent shall consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference:

205 School Board Policy Process 301 Administrative Structure

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Superintendent Evaluation

302.05

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent twice in the first year and annually thereafter. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The formal evaluation will be based upon the following principles:

1. The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
2. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
3. Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
4. The board as a whole shall discuss its evaluation with the superintendent;
5. The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation;
6. The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session; and
7. The board will complete the evaluation process by reaching consensus on goals or priorities for the superintendent for the next period of evaluation.

The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence. The written evaluation should be completed between the December and February board meetings each year.

Legal Reference:

Neb. Statute 79-828

Hemingford Public Schools – District 10

Administration

Superintendent Evaluation

302.05

(Continued)

Cross Reference:

202.03 Board Self-Evaluation

204.06 Closed Sessions

302.01 Superintendent Qualifications, Recruitment, Appointment

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Superintendent Professional Development

302.06

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than four days, requires overnight travel, or involves unusual expense, the superintendent shall bring it to the attention of the board president prior to attending the event.

The superintendent shall report to the board after an event.

Cross Reference:

303.07 Administrator Professional Development

402.08 Employee Travel Compensation

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Superintendent Civic Activities

302.07

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It shall be the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general.

Cross Reference:

302.03 Superintendent Salary and Other Compensation

303.08 Administrator Civic Activities

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Superintendent Consulting / Outside Employment

302.08

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board shall give the superintendent thirty days notice to cease outside employment.

Cross Reference:

302.02 Superintendent Contract and Contract Non-renewal

302.04 Superintendent Duties

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Administrative Positions

303.01

The school district may have, in addition to the superintendent, the following administrative positions: *(a change in conditions (enrollment), may necessitate further changes)*

- * Elementary Principal
- * Secondary Principal
- * Director of Instructional Services *(this can be combined with another assignment)*

These administrators shall work closely with the superintendent in the day-to-day operations of the school district.

It shall be the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Cross Reference:

301 Administrative Structure

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Administrator Qualifications, Recruitment, Appointment

303.02

The board shall employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board shall consider applicants who meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board shall also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board shall act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Administrator Contract and Contract Non-Renewal

303.03

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract, but shall not exceed three years. The contract shall also state the terms of the employment.

The first three years of a contract issued to a newly employed administrator shall be considered a probationary period. In the event of termination of a probationary or non probationary contract, the board shall afford the administrator appropriate due process.

Administrators whose contracts will be recommended for termination, amendment or non renewal by the board will receive notice prior to April 15. The superintendent shall make a recommendation to the board for the termination of the administrator's contract.

It shall be the responsibility of the superintendent to create a contract for each administrative position.

Administrators, who wish to resign, to be released from a contract, or to retire, must comply with board personnel policies regarding the areas of resignation, release or retirement.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Administrator Salary and Other Compensation

303.04

The board has complete discretion to set the salary of the administrators. It shall be the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. Comparisons may be used from other districts with similar size and concerns. Other conference schools as well as those in the district's array will also be considered. Consideration of the salary will take place annually.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses shall be paid by the school district when the administrator is performing work-related duties. The board shall approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation shall be included in the records of the board in accordance with board policy.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Administrator

303.05

Administrators shall be hired by the board to assist the superintendent in the day -to-day operations of the school district.

Each attendance center shall have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, shall be responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- * Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- * Supervision of the teachers in the principal's attendance center;
- * Maintain the necessary records for carrying out delegated duties;
- * Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- * Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- * Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- * Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be reviewed and filed with the board secretary;
- * Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- * Make such reports from time to time as the superintendent may require;
- * Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- * Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- * Contribute to the formation and implementation of general policies and procedures of the school;
- * Perform such other duties as may be assigned by the superintendent of schools.

This list of duties shall not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may

Hemingford Public Schools – District 10

Administration

Administrator

303.05

(Continued)

delegate, the administrators shall consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference:

301 Administrative Structure

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Administrator Evaluation

303.06

The superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the administrators will be evaluated annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, determine areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

It shall be the responsibility of the superintendent to conduct a formal evaluation of all administrators prior to March 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Administrator Professional Development

303.07

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent shall bring it to the attention of the board prior to the administrator attending the event.

Attendance at a regional or national conference or workshop will also be provided for each administrator every three years, at district expense, with a rotating schedule of attendance followed, including the superintendent.

The administrator shall report to the superintendent after an event.

Cross Reference:

302.06 Superintendent Professional Development

402.08 Employee Travel Compensation

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Administrator Civic Activities

303.08

The board encourages the administrators to be involved in the school district community by belonging to community organizations, and by attending and participating in school district community activities.

It shall be the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It shall be within the discretion of the board to pay annual fees for professional organizations and activities.

Cross Reference:

303.07 Superintendent Civic Activities

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Administrator Consulting \ Outside Employment

303.09

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board shall give the administrator thirty days notice to cease outside employment.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Development and Enforcement of Administrative Regulations

304.01

Administrative regulations may be necessary to implement board policy. It shall be the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community shall be informed in a manner determined by the superintendent.

The board shall be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It shall be the responsibility of the superintendent to enforce administrative regulations.

Cross Reference:

205 School board Policy Process

Adopted: November 8, 2004

Reviewed: December 13, 2004

Hemingford Public Schools – District 10

Administration

Monitoring of Administrative Regulations

304.02

The administrative regulations shall be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Cross Reference:

205 School Board Policy Process

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Handbooks and Directives

304.03

In order that the necessary board policies, regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected, district administrators and principals are granted authority to issue staff and student/parent handbooks.

It is essential that the contents of all handbooks conform to district policies and regulations. It is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects favorably on the district. The board, therefore, expects all handbooks to be Adopted: by the board and/or superintendent or designee before publication. They will be considered and Adopted: each year prior to classes beginning, usually at the August Board Meeting.

The board will review and approve district personnel handbooks in order that the contents may be accorded the legal status of board-Adopted: policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need board approval. However, all handbooks published are to be made available to the board for informational purposes.

Adopted: November 8, 2004

Reviewed: December 13, 2004

Administration

Administrator Code of Ethics

305

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position.

Each administrator shall follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, shall be grounds for discipline up to, and including, discharge.

The professional school administrator:

1. Upholds the honor and dignity of the profession in actions and relations with students, colleagues, board members and the public;
2. Obeys local, state and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;
3. Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession;
4. Strives to provide the finest possible educational experiences and opportunities to the members of the school district community;
5. Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;
6. Carries out in good faith the policies duly adopted by the local board and the regulations of state authorities and renders professional service;
7. Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;
8. Recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,
9. Supports and practices the management team concept.

Cross Reference:

405 Employee Conduct and Appearance

Adopted: November 8, 2004

Reviewed: December 13, 2004