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SECTION C: GENERAL SCHOOL ADMINISTRATION
(Continued)

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NOTE: Only those policies indicated with an asterisk (*) are contained in this manual.

ADMINISTRATION GOALS

The District's administrative organization is designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies implemented through the Superintendent. The Board is responsible for specifying its requirements and expectations of the Superintendent and for holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent is responsible for clearly specifying the Board's requirements and expectations for all other administrators and for holding each accountable by evaluating how well requirements and expectations are met.

Major goals of administration in the District are to:

1. manage the District's various departments and programs effectively;
2. provide professional advice and counsel to the Board and to advisory groups established by Board actions, generally through reviewing alternatives, analyzing the advantages and disadvantages of each and recommending a selection from among the alternatives;
3. implement the management function so as to ensure the best and most effective learning programs through achieving such other goals as to :
 - A. provide leadership in keeping abreast of current educational developments;
 - B. arrange for the staff development necessary to the establishment and operation of learning programs which better meet student needs;
 - C. coordinate cooperative efforts for the improvement of learning programs, facilities, equipment and materials and
 - D. provide access to the decision-making process for the ideas of staff, students, parents and others;
4. to develop an effective program of evaluation which includes every position, program and facility in the District and
5. to develop and use a team management approach.

[Adoption date: March 26, 2001]
[Re-adoption date: August 22, 2005]
[Re-adoption date: April 19, 2011]

CROSS REFS.: CD, Management Team
GCL, Professional Staff Development Opportunities
GDL, Support Staff Development Opportunities

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Title: Superintendent

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serve as the District's chief executive officer; administer, supervise, direct and evaluate the District's educational system

Essential Functions:

1. ensure safety of students
2. perform personnel-related functions, e.g., make recommendations for appointment, promotion, demotion, discharge, assignment, and transfers, communicate personnel matters to employees, evaluate staff, provide in-service education to staff, maintain personnel files on current employees
3. participate in staff negotiations as appropriate
4. file state and local required reports
5. assist in the preparation of an annual budget for the Board to consider
6. assist in the preparation of an annual appropriations resolution
7. act as the District's purchasing agent
8. establish and maintain a public relations program to inform the public of the District's activities and needs
9. recommend courses of study, curriculum guides, and changes in texts and time schedules to the Board
10. supervise teaching, supervision, and administration methods
11. propose new policies to the Board
12. continually evaluate the District's progress and needs
13. conduct regular District administrative hearings
14. prepare an annual school calendar for Board adoption
15. delegate duties to other staff members
16. prescribe rules for the classification and advancement of students
17. make Board recommendations about pupil transportation in accordance with law and safety requirements

18. recommend the location and size of new school sites and additions to existing sites
19. represent the Board as liaison between the District and the community
20. inform the Board about the educational system as well as local, state and national issues affecting education
21. prepare and distribute an agenda to Board members prior to each regular meeting
22. take immediate action in cases of calamity, acts of nature, or other emergencies
23. maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, Board executive sessions, etc.
24. make contacts with the public with tact and diplomacy
25. interact in a positive manner with staff, students and parents
26. attend meetings and in-services as required

Other Duties and Responsibilities:

1. act as liaison between employees and the Board
2. attend local, state and national conferences
3. supervise the purchase and distribution of textbooks, workbooks and other educational materials
4. serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
5. instill in students the belief in and practice of ethical principles and democratic values
6. respond to routine questions and requests in an appropriate manner
7. perform other duties as assigned by the Board

Qualifications:

1. a valid superintendent's certificate issued by the state of Ohio
2. a master's degree with a major in educational administration, preferably with completion of one year of graduate work beyond the master's degree
3. experience in teaching and administration totaling at least five years
4. a valid driver's license
5. alternatives to the above qualifications as the Board may find appropriate

Required Knowledge, Skills and Abilities:

1. ability to communicate ideas and directives clearly and effectively, both orally and in writing
2. effective, active listening skills
3. ability to work effectively with others
4. organizational and problem-solving skills
5. ability to organize and compile data for various state and federal reports
6. extensive knowledge of school finance

7. ability to recommend additions and/or changes to curriculum appropriate to students' needs
8. ability to handle a multitude of tasks simultaneously and in a timely manner
9. ability to handle constant pressure and substantial amounts of stress
10. ability to supervise a variety of jobs and positions
11. strong visionary and leadership skills
12. ability and confidence to make decisions based on the best interest of students

Equipment Operated:

1. computer/printer
2. calculator
3. copy machine
4. fax machine
5. telephone

Additional Working Conditions:

1. frequent daily and overnight travel
2. frequent weekend/evening work
3. occasional exposure to blood, bodily fluids and tissue
4. occasional interaction among unruly children
5. occasional operation of a vehicle in inclement weather (i.e., being prepared to come to school on all scheduled days, except calamity days)
6. repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
7. regular requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
8. requirement to lift, carry, push and pull various supplies and/or equipment

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

[Adoption date: March 26, 2001]
[Re-adoption date: August 22, 2005]
[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3319.01; 3319.16; 3319.22

CROSS REFS.: CBAA, Incapacity of the Superintendent
CBC, Superintendent's Contract
CBG, Evaluation of the Superintendent (Also AFB)
CCA, Organizational Chart
CCB, Staff Relations and Lines of Authority

INCAPACITY OF THE SUPERINTENDENT

As the executive officer of the District, the Superintendent has a major responsibility in managing the operation of the schools.

Should the Superintendent become incapacitated, the Board appoints a superintendent pro tempore who shall meet the certificate requirement as established by law. The appointment is made by a majority vote of the Board and only after the conditions relating to incapacity are met in accordance with State law and the Family and Medical Leave Act.

The Superintendent Pro Tempore performs all the duties and functions of the Superintendent and may be removed at any time by a two-thirds majority vote of the members of the Board or upon return to full-time active service of the Superintendent.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et seq.
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.
ORC 3319.01; 3319.011; 3319.13; 3319.16

CROSS REFS.: CBA, Qualifications and Duties of the Superintendent
CBC, Superintendent's Contract
GBR, Family and Medical Leave

INCAPACITY OF THE SUPERINTENDENT

A superintendent pro tempore is appointed by a majority of the members of the Board upon determining that the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity is determined:

1. by request of the Superintendent, if the Superintendent is absent with pay for reasons of personal illness, injury or exposure to contagious disease which could be communicated to others;
2. upon certification of the attending physician that the Superintendent is unable to perform the duties of the office of Superintendent;
3. upon the determination of a referee that the Superintendent is unable to perform the duties of the office of Superintendent;
4. upon the granting of a leave of absence without pay requested by the Superintendent for reasons of illness, injury or other disability or
5. upon the placing of the Superintendent upon an unrequested leave of absence without pay for reasons of illness or other disability.

During the period of incapacity, the Superintendent may:

1. at his/her request, be placed on sick leave, with pay, not to exceed the extent of his/her accumulated, but unused, sick leave and any advancement of such sick leave which may be authorized by Board policy;
2. at his/her request, or without such request, pursuant to the Family and Medical Leave Act, be placed on unpaid FMLA leave for up to 12 weeks per year and
3. at his/her request, or without his/her request, the Superintendent may be placed on a leave of absence without pay.

The leave provided during the period of incapacity (described above) will not extend beyond the contract or term of office.

The Superintendent may, upon request to the Board, be returned to active-duty status, unless the Board denies the request within 10 days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that he/she is capable of resuming such duties and that the duties be resumed on a full-time basis.

The Board may demand that the Superintendent return to active service; upon the determination that he/she is able to resume his/her duties, the Superintendent will return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy and has the same rights as are granted under State law.

The Board fixes the compensation of the Superintendent Pro Tempore in accordance with State law. He/She serves until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is earlier.

(Approval date: March 26, 2001)

(Re-approval date: August 22, 2005)

(Re-approval date: April 19, 2011)

RECRUITMENT AND APPOINTMENT OF THE SUPERINTENDENT

The county superintendent, by law, recommends for employment or re-employment all persons for the position of Superintendent in this District. This policy specifies the methods this Board would prefer to be used in such an event.

The Board desires the best qualified and most capable candidate for the position of Superintendent. In order to achieve that end, the Board would prefer to aid the county superintendent in this task.

The following recruitment procedures are prepared by the Board in advance of the search to aid the county superintendent:

1. a written job specification for the application and
2. informative materials describing the District and its educational goals.

Where feasible, the opportunity for applicants to visit the school(s) of the District should be open to all applicants. Each serious candidate for the position is interviewed by the county superintendent and a committee of the Board in a format that encourages him/her to express his/her educational philosophy.

Terms of Employment

The Superintendent is employed on a 12-month basis with vacation and other benefits as authorized by the Board.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.12; 3319.18
OAC 3301-21-07; 3301-21-071

SUPERINTENDENT'S CONTRACT

The appointment of the Superintendent is secured through a written agreement, stating the terms of the contract. The contract meets all state requirements and protects the rights of both the Board and the Superintendent.

The Superintendent is appointed for a term not to exceed five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires. The period of time in which a Superintendent's contract may be renewed begins on January 1 of the year prior to the contract's expiration and ends on March 1 of the year in which the contract expires.

Salary and benefits are determined by the Board at the time of the appointment and are reviewed by the Board each year.

If at any time, in the opinion of the majority of Board members, the Superintendent's services are considered unsatisfactory, he/she may be notified and may be given an opportunity to correct the deficiencies. Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract.

If the Board intends to nonrenew the Superintendent's contract, notice in writing of the intended nonrenewal will be given to the Superintendent on or before March 1 of the year in which the contract expires.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3319.01; 3319.16; 3319.225

CROSS REFS.: CBA, Qualifications and Duties of the Superintendent
CBAA, Incapacity of the Superintendent
CBG, Evaluation of the Superintendent (Also AFB)
CBI, Board-Superintendent Relationship (Also BCD)

EVALUATION OF THE SUPERINTENDENT

The Board evaluates the performance of the Superintendent in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

Through evaluation of the Superintendent, the Board strives to:

1. clarify the role of the Superintendent as seen by the Board;
2. develop harmonious working relationships between the Board and the Superintendent;
3. provide administrative leadership for the District and
4. identify strengths and weaknesses of the Superintendent's performance.

Criteria for the evaluation of the Superintendent are based upon the Superintendent's job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Superintendent and adopted by the Board.

The evaluation of the Superintendent's abilities and performance is written and made available to and discussed with the Superintendent in conference. The Board must consider the evaluation of the Superintendent in acting to renew or nonrenew his/her contract. The establishment of an evaluation procedure does not, however, create an expectancy of continued employment for the Superintendent or prevent the Board from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract. Thus, the Board has the legal power to nonrenew the Superintendent's contract even if the statutory evaluation procedures or the Board's own policies relating to nonrenewal have not been followed.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

[Re-adoption date: September 20, 2012]

LEGAL REFS.: ORC 3319.01; 3319.16

CROSS REFS.: AF, Commitment to Accomplishment
BDC, Executive Sessions
CBA, Qualifications and Duties of the Superintendent
CBC, Superintendent's Contract
CBI, Board-Superintendent Relationship (Also BCD)

BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies, consistent with long-term goals, is the most important function of a board and the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the District within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the District program and keeping the Board informed about District operations and problems.

The Board strives to procure the best professional leader available as its Superintendent. The Board, as a whole and as individual members, will:

1. give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. act in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. hold most meetings of the Board in the presence of the Superintendent, except when matters such as the Superintendent's contract and/or salary are under consideration;
4. refer all complaints to the Superintendent for appropriate investigation and action;
5. strive to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their educational functions on a thoroughly professional basis and
6. present personal criticisms of any employee directly to the Superintendent.

[Adoption date: March 26, 2001]

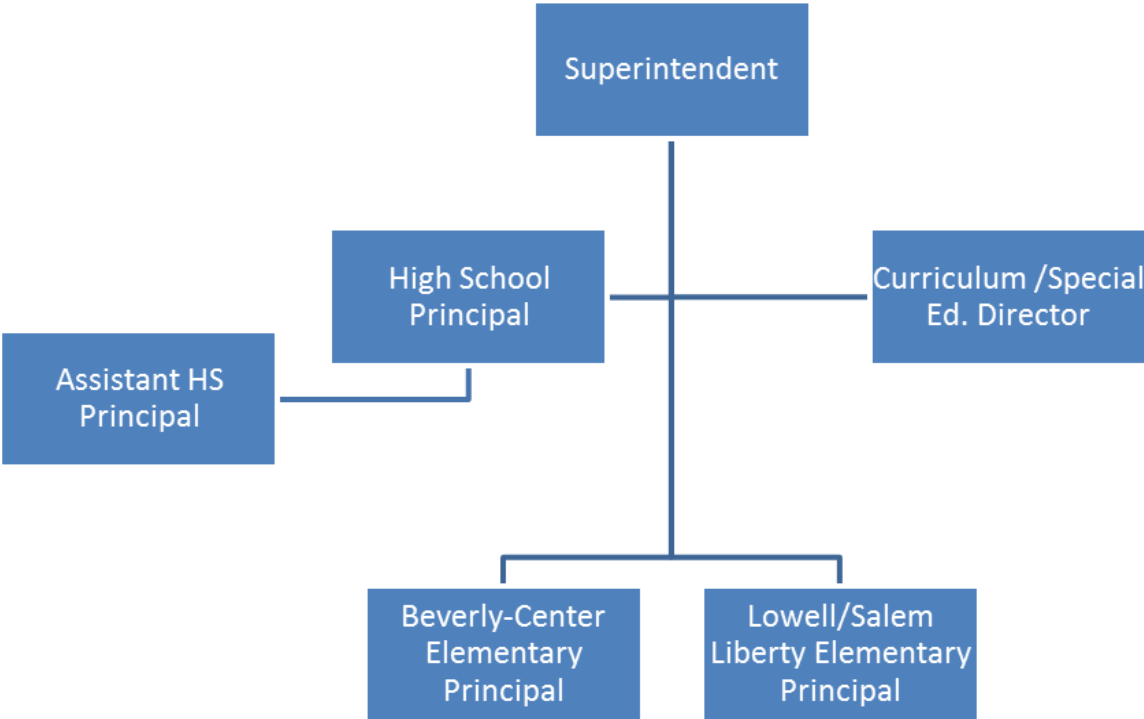
[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3313.20(A)
3319.01

CROSS REFS.: AFB, Evaluation of the Superintendent (Also CBG)
BDC, Executive Sessions
CBC, Superintendent's Contract

ORGANIZATIONAL CHART



- When the Superintendent is out of the district or absent from work for a short period of time, the high school principal or the superintendent’s designee may be in charge.

Adoption date: March 26, 2001]
[Re-adoption date: August 22, 2005]
[Re-adoption date: July 16, 2015]

STAFF RELATIONS AND LINES OF AUTHORITY

The Superintendent establishes clear understandings on the part of all personnel of the working relationships in the District.

Lines of direct authority are those approved by the Board and are shown on the District's organizational chart.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator refers such matters to the next higher administrative authority when necessary; additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the District.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

CROSS REFS.: ABB, Staff Involvement in Decision Making (Also GBB)
ACAA, Sexual Harassment
CCA, Organizational Chart
CCB, Staff Relations and Lines of Authority
CD, Management Team
KL, Public Complaints
KLB, Public Complaints About the Curriculum or Instructional Materials

MANAGEMENT TEAM

The Board endorses the management team concept for the District.

The management team of the District consists of two groups.

Policy Team

The Board, Superintendent and Treasurer comprise the team. The Board President serves as team leader. Primary responsibilities of this team are to establish policies to guide the District and to ensure that the policies are carried out.

Administrative Team

All administrators within the District comprise this team. The Superintendent serves as team leader. This team is responsible for carrying out the functions of planning, organizing, staffing, implementing and evaluating, guided by the policies established by the policy team and adopted by the Board.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative personnel. It is an effort to make the best use of the talents and expertise available by establishing open lines of communication and by providing a supportive environment in which collaborative problem solving and decision making can take place.

Guidelines for the implementation of this policy are a primary management team concern. These guidelines include procedures for:

1. convening the team;
2. implementing in-service management team training;
3. establishing team evaluation and
4. implementing goals and objectives of the District.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

CROSS REFS.: CCA, Organizational Chart
CCB, Staff Relations and Lines of Authority
CE, Administrative Councils, Cabinets and Committees

MANAGEMENT TEAM

The Board recognizes the importance of establishing a management team system to strengthen the services and programs of the District and to establish and improve communications, decision making, conflict resolution and other relationships among the members of the team.

While the management team system places emphasis upon shared responsibility and authority, it is not intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.

For the purposes of this regulation the terms herein have the following definitions.

1. Management Team System

A means by which educational policies and administrative procedures that define the District's programs and operations are arrived at by shared responsibility and authority.

2. Management Team

A group of individuals composed of the Superintendent, Treasurer, principals, assistant principals, Transportation Coordinator, Director of Health Services, Guidance Counselors, Head Cook, Maintenance Specialist, Curriculum Coordinator and EMIS.

3. Management Employees

Members of the management team.

The objectives of the District's management team are:

1. to provide input into policies which directly affect management employees in the administration of the District by:
 - A. providing open and frequent communication within the team;
 - B. applying all available knowledge to the improvement of District services;
 - C. evaluating proposals made by other employees and making recommendations regarding the District's response;
 - D. evaluating input into the development of the educational goals and objectives of the District and
 - E. other pertinent topics.

2. to provide a means of addressing the economic and welfare concerns of management employees including:
 - A. position description;
 - B. evaluation;
 - C. salaries and fringe benefits;
 - D. promotion and
 - E. assignment and transfer.

In order for this regulation to achieve its objectives, the Superintendent prepares additional administrative regulations for the operation of the management team. Such regulations provide that:

1. the management team meetings include representatives reflective of all management employees and, on occasion, all management employees;
2. the management team addresses itself to appropriate concerns identified by the Superintendent;
3. the concerns of the management team include, but are not limited to:
 - A. the District budget;
 - B. the District curriculum;
 - C. personnel management;
 - D. welfare of management employees and
 - E. District services.

The management team meets as needed.

(Approval date: March 26, 2001)

(Re-approval date: August 22, 2005)

(Re-approval date: April 19, 2011)

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees which are necessary for proper administration of the Board policies and for the improvement of the total educational program.

All councils, cabinets and committees created by the Superintendent are for the purposes of obtaining the advice and counsel of administrative and supervisory personnel of the District and aiding in District communication. Functioning in an advisory capacity, such groups may make recommendations for submission to the Board through the Superintendent. Authority for establishing policy remains with the Board; authority and responsibility for implementing policy remain with the Superintendent.

The membership composition and responsibilities of administrative councils, cabinets and committees are defined by the Superintendent and may be changed at his/her discretion.

Such councils, cabinets and committees need not meet the requirements of the Sunshine Law.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

CROSS REFS.: BF, Board Policy Development and Adoption
CD, Management Team

POLICY IMPLEMENTATION

The Superintendent is responsible for carrying out, through regulations, the policies established by the Board. It is expected that all Board employees and students follow all Board policies and regulations.

There are many activities which are common to all schools, but procedures for conducting them may vary from building to building. Principals establish procedures for conducting activities in their individual schools within the larger framework of District regulations and Board policies.

The Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools operate. These regulations and detailed arrangements constitute the regulations governing the school. They must be consistent with the policies adopted by the Board.

The Superintendent devises a means for disseminating particular regulations, prior to their effective dates, to the staff members, students and/or members of the public who are directly affected by them.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.33; 3313.47

CROSS REFS.: CHA, Development of Regulations
CHB, Board Review of Regulations (Also BFCA)

DEVELOPMENT OF REGULATIONS

The Board delegates to the Superintendent the function of specifying guidelines and required actions and for designing the detailed arrangements under which the schools are operated. These rules and detailed arrangements constitute the administrative regulations governing the schools. They must be consistent with the policies adopted by the Board.

The Board itself formulates and adopts regulations only when required by law, or when the Superintendent recommends Board adoption in light of strong community attitudes and/or potential staff reaction.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REFS.: ORC 3313.17; 3313.47

CROSS REF.: CH, Policy Implementation

BOARD REVIEW OF REGULATIONS

State law requires the Board to make rules and regulations for the government of the District, its employees, students and all other persons entering the District's grounds and premises.

Before issuance, Board regulations are properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those regulations officially approved by the Board are so marked. All others regulations appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.

The Board may review regulations developed by the administration to implement policy. The Board revises or nullifies these administrative regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: June 17, 2010]

[Re-adoption date: April 19, 2011]

LEGAL REF.: ORC 3313.20(A)

CROSS REFS.: BF, Board Policy Development and Adoption
CH, Policy Implementation

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and school rules may be known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as found necessary. Handbooks are distributed to students and staff at the beginning of each school year and it is the responsibility of the students and staff to review and become familiar with all policies and rules contained in the handbook.

It is essential that the contents of all handbooks conform with Districtwide policies and regulations and that all handbooks bearing the name of the District be of a quality that reflects credit on the District. Student handbooks should be consistent by both grade and building level. Administrators at all levels should review handbooks for consistency. Therefore, the Board expects all handbooks to be approved prior to publication by the Board.

The Board reviews and approves the handbooks in order that the contents may be accorded legal status of Board-approved policy and regulations. The Superintendent uses his/her judgment as to whether other specific handbooks need Board approval. All handbooks published are to be made available to the Board for informational purposes.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

[Re-adoption date: February 19, 2015]

LEGAL REF.: ORC 3313.20

CROSS REFS.: Staff Handbooks
Student Handbooks

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent may take temporary action which would be in accordance with the overall policy of the Board. The Superintendent is not free to act when the action involves a duty of the Board which by law cannot be delegated.

In each case, the Superintendent shall present the matter to the Board for its consideration at its next meeting.

[Adoption date: March 26, 2001]

[Re-adoption date: August 22, 2005]

[Re-adoption date: April 19, 2011]

LEGAL REF.: ORC 3313.20(A)

CROSS REF.: BF, Board Policy Development and Adoption