

SECTION C: General School Administration

File: CA - ADMINISTRATION GOALS..... 1

File: CBC - SUPERINTENDENT POWERS AND RESPONSIBILITIES 2

File: CBD - SUPERINTENDENT'S CONTRACT 3

File: CBI - EVALUATION OF THE SUPERINTENDENT..... 4

File: CCA-E: ORGANIZATIONAL CHART OF SCHOOL SYSTEM 5

File: CCB - LINE AND STAFF RELATIONS 6

File: CCB - ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES..... 7

File: CH - POLICY IMPLEMENTATION 8

File: CHA - DEVELOPMENT OF REGULATIONS 9

File: CHB - SCHOOL COMMITTEE REVIEW OF REGULATIONS..... 10

File: CHC - REGULATIONS DISSEMINATION..... 11

File: CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES..... 12

File: CHCA-E - APPROVAL OF HANDBOOKS AND DIRECTIVES 13

File: CHD - ADMINISTRATION IN THE ABSENCE OF POLICY 14

File: CL - ADMINISTRATIVE REPORTS 15

File: CM - SCHOOL DISTRICT ANNUAL REPORT..... 16

File: CA - ADMINISTRATION GOALS

It is the intent of the school committee that the district employ qualified personnel to administer the school system efficiently and to require the superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the superintendent and school committee,

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the school committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

File: CBC - SUPERINTENDENT POWERS AND RESPONSIBILITIES

The Superintendent of Schools shall be the chief executive officer of the School Committee in the administration of the schools. He/she shall administer the schools in accordance with the policies adopted by the School Committee, the rules and regulations of the State Board of Education, and in conformity with the public laws of the State.

The Superintendent shall insure that the fiscal affairs of the district are in order and that the School Committee is kept informed of the district's current financial condition.

The Superintendent will be responsible for implementing the School Committee's policy relative to the employment and dismissal of all school employees. Also included are the maintenance of pertinent records and related documents.

The Superintendent shall direct studies to determine the adequacy of the curriculum in line with the school's educational goals and objectives, making recommendations to the School Committee for new courses of study or improvements in the content and/or organization of the curriculum as the need arises.

Recognizing that the need for communication is essential to the smooth and efficient operation of an education system, the Superintendent shall keep the School Committee, the community, and the staff informed on matters of mutual concern.

Superintendent Duties:

- a) He/she shall attend all meetings of the School Committee unless notified to the contrary by the School Committee.
- b) He/she shall be responsible for the conduct of the instructional program and make recommendations such as may be necessary to improve the quality of instruction.
- c) He/she shall be responsible for the preparation of the annual school budget and shall submit it to the School Committee for consideration and approval.
- d) He/she shall maintain a continuous study of the problems confronting all schools in Walpole, evaluate the quality and efficiency of all departments, and report his/her findings to the School Committee.
- e) He/she shall be responsible for the efficient administration of the budget and the financial operation of the school system.
- f) He/she shall be responsible for the implementation of the policies of the Walpole School Committee.

a)

File: CBD

File: CBD - SUPERINTENDENT'S CONTRACT

The committee, upon the election of a candidate or upon reelection of the incumbent superintendent will enter into a written contract with the superintendent, which will meet the requirements of law and will protect the rights of both the committee and the superintendent.

Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of Schools for a period not to exceed six years.

LEGAL REFS.: M.G.L. 71:41; 71:42

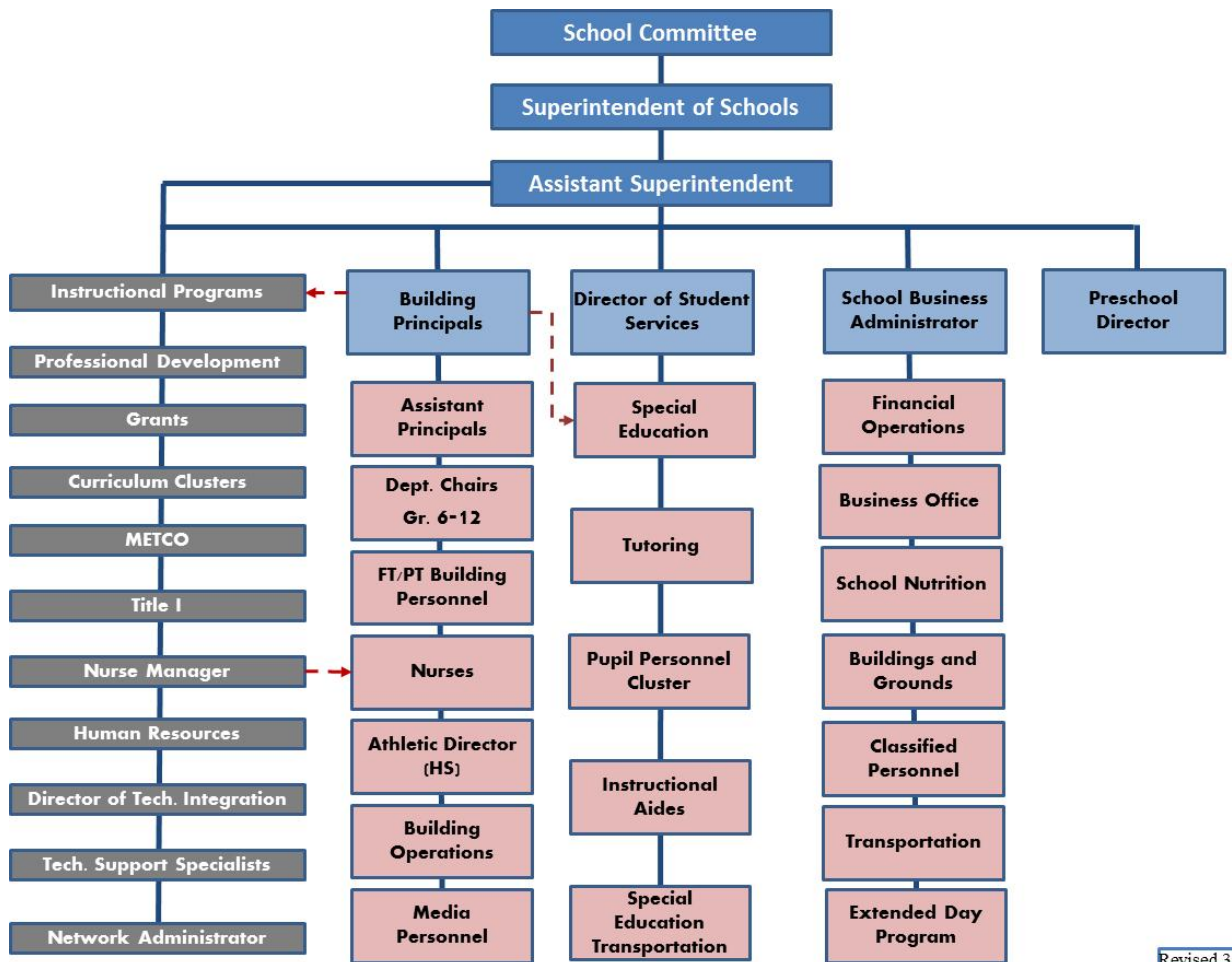
File: CBI - EVALUATION OF THE SUPERINTENDENT

Through evaluation of the superintendent, the school committee will strive to accomplish the following:

- 1) Clarify for the superintendent his/her role in the school system as seen by the school committee.
- 2) Clarify for all committee members the role of the superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the committee and the superintendent.
- 3) Develop harmonious working relationships between the school committee and superintendent.
- 4) Provide administrative leadership of excellence for the school district.

The school committee will periodically develop with the superintendent a set of performance objectives based on the needs of the school system. The superintendent's performance will be annually reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the superintendent.

File: CCA-E: ORGANIZATIONAL CHART OF SCHOOL SYSTEM



Revised 3-7-12

File: CCB - LINE AND STAFF RELATIONS

The school committee expects the superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

Additionally, 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 programs and operations of the school district.

POLICY FOR CHAIN OF COMMAND

When the Superintendent is absent or otherwise unable to perform his duties, the Assistant Superintendent will be in charge of the school district. In the event the Assistant Superintendent is unavailable, the Superintendent will designate an administrator to act in his/her place.

File: CE - ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and regulations and for the improvement of the educational program.

Functioning in an advisory capacity all councils, cabinets, and committees created by the superintendent may make recommendations for submission to the committee through the superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the School Committee and authority for implementing policy remains with the superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the superintendent and may be changed at his/her discretion. However, the school committee will be kept informed of the establishment and dissolution of these groups as well as of their membership and their purposes.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school district, but only within budgetary allotments and when approved in advance by the superintendent.

File: CH - POLICY IMPLEMENTATION

The superintendent has responsibility for carrying out, through regulations, the policies established by the school committee.

The policies developed by the committee and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all school committee employees and students will adhere to them.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and regulations and for seeing that they are implemented.

File: CHA - DEVELOPMENT OF REGULATIONS

The superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with school committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the committee and will be one of the means by which the school system will be governed.

In the development of regulations, the superintendent may involve at the planning stage those who would be affected by the regulations, including staff members, students, parents, and the public. He/she must weigh with care the counsel given by representatives of staff, student and community organizations. He/she will inform the committee of such counsel in presenting pertinent reports of regulations and in presenting regulations for committee approval.

As long as the superintendent operates within the guidelines of policy adopted by the committee, he/she may issue regulations without prior committee approval unless committee action is required by law, or the committee has specifically asked that certain types of regulations be given committee approval, or the superintendent recommends committee approval in light of strong community attitudes or probable staff reactions.

File: CHB
(also BGD)

File: CHB - SCHOOL COMMITTEE REVIEW OF REGULATIONS

It is expected that the superintendent and administrative staff will need to issue regulations implementing policies of the school committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the committee.

The committee may review the regulations developed by the superintendent for the school system prior to their issuance, but it will revise or veto such regulations only when, in the committee's judgment, they are inconsistent with policies adopted by the committee.

The committee will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the committee's advance approval.

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

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the school committee.

LEGAL REFS.: M.G.L. 71:37H

File: CHC - REGULATIONS DISSEMINATION

It will be the responsibility of the superintendent to see that the regulations developed to implement committee policies and administer the school system are appropriately coded and included as regulations in the school committee's policy and procedures manual.

A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

A primary source of regulations may be found in each school's handbook.

File: CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council (site-based management team), shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council (site-based management team) shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September. In addition, the administration of the middle schools will prepare handbooks for submission and approval annually.

It is essential that the contents of all handbooks conform with school committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the committee expects handbooks requiring approval to be approved prior to publication by the committee and/or the superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of committee-approved policy or regulation. The superintendent will use his/her judgment as to whether other specific handbooks need committee approval; however, all handbooks published will be made available to the committee for informational purposes.

LEGAL REFS.: M.G.L. 71:37H

File: CHCA-E - APPROVAL OF HANDBOOKS AND DIRECTIVES

These paragraphs are a paraphrase of what is contained in Chapter 71, section 37H.

Notwithstanding any general or special law to the contrary all student handbooks shall as a **minimum** contain the following provisions:

- a) Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, or a controlled substance may be subject to expulsion from school by the principal.
- b) Any student who assaults any employee of the school district may be subject to expulsion from school by the principal.
- c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. **After said hearing the principal may decide to suspend rather than expel a student.**
- d) Any student who has been expelled shall have the right to appeal to the superintendent.
- e) When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

LEGAL REFS.: M.G.L. 71:37H

File: CHD

File: CHD - ADMINISTRATION IN THE ABSENCE OF POLICY

When action must be taken within the school system where the committee has provided no guides for administrative action, the superintendent will have the power to act. The superintendent's decisions, however, will be subject to review by the committee.

File: CL - ADMINISTRATIVE REPORTS

The school committee will require reports from the superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the superintendent may direct or require.

Upon receipt of the superintendent's reports, the committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information required.

File: CM

File: CM - SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement will be prepared by the superintendent and presented to the school committee. Upon committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the town's public schools.

Established by law and committee policy

LEGAL REFS.: M.G.L. 72:4