

BOARD OF EDUCATION
POLICIES
SECTION C
GENERAL SCHOOL ADMINISTRATION

CA MANAGEMENT GOALS

Proper management of the Indian Creek Local Schools is most vital to a successful educational program. The general purpose of the District's management shall be to coordinate and supervise, under the policies of the Board, the creation and operation of an environment in which students learn most effectively.

Administrative duties and functions should be appraised in terms of the management contribution made to improving instruction and learning. The Board shall rely on its chief executive officer, the Superintendent, to provide the District the professional administrative leadership demanded by such a far-reaching goal.

The District's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies that are implemented through the Superintendent. Principals and central office administrators are all expected to administer their units in accordance with Board policy and the Superintendent's rules and procedures. However, the mere execution of directives cannot, by itself, be construed as good administrative management. Vision, initiative, resourcefulness, and wise leadership, as well as consideration and concern for staff members, students, parents, and others, are essential for effective management.

The Superintendent, each principal, and all other administrators shall have the authority and responsibility necessary for their specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administration assignment is carried out. The Board shall be responsible for clearly specifying requirements and expectations of the Superintendent then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of management in the District shall be:

1. To manage the District's various departments, units, and programs effectively.
2. To provide professional advice and counsel to the Board and to advisory groups established by Board action. Preferably, where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.
3. To implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as:
 - a. Providing leadership in keeping abreast of current educational developments;
 - b. Arranging for the staff development necessary for the establishment and operation of learning programs that meet student needs;
 - c. Coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and
 - d. Providing access to the decision-making process allowing input of ideas from staff, students, parents, and others.

Adopted by Revision: January 15, 2004

CAA DELEGATION OF ADMINISTRATIVE AUTHORITY

While the Indian Creek Local Board of Education is charged by the State of Ohio with the responsibility for providing opportunities for the children of its schools and of directing those public school activities that the state entrusts to its care and supervision, a carefully planned pattern of administrative authority is observed by the Board. In fulfilling its obligations, the Board acts through the power of legislation by the determination of policies and the evaluation of the results. The direct administration of the school system is delegated to the Local Superintendent of Schools whom the Board appoints to act as executive officer of the Board. The Local Superintendent is held individually and directly responsible to the Board of Education for the execution of all its policies and its legislation, for the development, supervision and operation of the school program and facilities, and for such other duties assigned to him/her by the Board. In the absence of Board policy, the Superintendent shall exercise his/her best judgment in addressing any situation which may arise. However, the Superintendent's decision shall be subject to review by the Board of Education at its next regular meeting. It is the Superintendent's duty to inform the Board of Education of any such action and of the need for an official policy.

In general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. In administering the policies of the Board, the Superintendent may promulgate and implement administrative guidelines, procedures, and regulations. As long as the contents of these administrative guidelines, procedures and regulations are not inconsistent with Board policy or federal or state laws, rules, or regulations, they shall be considered an extension of Board policy and binding upon all employees, students, and other persons.

Adopted by Revision: January 15, 2004

CBA DUTIES OF THE COUNTY SUPERINTENDENT

The County Superintendent is the chief executive officer of the educational service center, involving duties of high executive and discretionary nature. As such, the Superintendent is the chief executive officer of each local School District.

1. Duties

Under provisions of law, certain statutory duties are imposed on a County Superintendent of Schools, which are exercised by authority of law.

- a. Direct and assign teachers and other employees of the schools under supervision of the County Superintendent unless otherwise provided.
- b. Assign the pupils of the local Districts to the proper grades and schools, provided, however, the assignment of a pupil to a District other than that of the pupil's residence must be approved by the Board of the latter District unless otherwise provided.
- c. Nominate teachers, principals, and local Superintendents for employment in local School Districts unless otherwise provided.
- d. Issue age and schooling certificates to children attending local schools.
- e. Grant excuses from attendance for children of compulsory school age in local School Districts, under the conditions prescribed by statute.
- f. Certify to the Superintendent of Public Instruction the average daily membership figures to be used in computing the payments authorized by O.R.C. §3317.02 and in computing the foundation program amounts under O.R.C. §3317.05, in respect to the local School Districts composing the educational service center.
- g. Prepare and transmit to the Superintendent of Public Instruction an annual abstract of school statistics.
- h. Distribute all material, school laws, and documents to the local School Districts, as the Superintendent of Public Instruction requires.
- i. Further the educational program of the educational service center.
- j. Transmit to each treasurer of each local board of education a written statement that each teacher employed by each of such boards has filed in the educational service center office a legal teacher's certificate/license or true copy thereof, to teach the subjects or grades taught, with the dates of its validity.
- k. Recommend suspension of teacher's contract due to decreased enrollment of pupils unless otherwise provided.
- l. Is required to furnish all reports and facts required by the Superintendent of Public Instruction.
- m. Administer the schools in conformity with the adopted policies of the Board, the rules and regulations of the State Department of Education, and the provisions of law, and to present to the Board such information as is needed in the formation of school policies and to carry out the ministerial duties of a board.
- n. May recommend that a principal in a local School District may be employed as local Superintendent.

2. Function

To give direction, leadership, guidance, and service that will continually improve the instruction and welfare of pupils through:

- a. Close coordination and cooperation with local boards, local Superintendents, and staff.
- b. Meeting with local boards upon request, and as needed.
- c. Regular monthly meetings with local Superintendents to develop administrative policy, procedures, and techniques.
- d. Delegation of duties, outlined in paragraph 1 above, to local Superintendents.

- e. Service rendered by attendance officer, psychologist, and supervisors:
 - (1) Full cooperation of all employees shall be given to the attendance officer in the discharge of the officer's duties.
 - (2) Full advantage of the psychologist's services shall be earnestly sought and effectively used.
 - (3) Supervision is recognized as an effective means to improve public education. All administrative and instructional employees shall, therefore, give full consideration to and cooperate with the supervisors in their efforts to improve instruction.

Adopted by Revision: January 15, 2004

CBAA JOB DESCRIPTION—LOCAL SUPERINTENDENT

The Local Superintendent shall be the chief executive officer of the Board in all matters for which the Superintendent is directly responsible to the Board.

In addition, the person in this position shall be the executive officer in all matters delegated to him by the County Superintendent of Schools.

Essential Duties and Responsibilities:

1. Attend all meetings of the Board of Education.
2. Administer the schools of the District in conformity with the adopted policies of the Board, the rules and regulations of the State Department of Education, and the provisions of law.
3. Present proposed policies, provide information needed in the formation of policies and furnish such information as is needed for the appraisal of school policies to the Board.
4. Have charge of the administration and supervision of the school system and related activities and be the professional leader of the Board and staff.
 - a. Shall prepare the agenda for Board meetings.
 - b. Shall be the purchasing agent of the District, assisted by other members of the administrative staff to whom this work is assigned.
 - c. Shall have the care and supervision of all real and personal property, except moneys, of the District and shall keep a proper inventory of same.
 - d. Shall supervise the operation, maintenance, and repair of all buildings, buses, and equipment of the District.
 - e. Shall exercise leadership in the preparation of the budget and annual appropriation resolution.
 - f. Shall recommend all purchases necessary to implement the educational program.
 - g. Shall keep all records of pupils, teachers, and other employees as required by law.
 - h. Shall supervise the collection, accounting, and disbursement of all school organization funds (class, athletic, activity, etc.)
 - i. Full responsibility for all teaching and supervisory personnel as related to the instructional program in the schools.
 - j. Full responsibilities for selected pupil personnel services, personnel, and program, including specifically guidance, health, psychological services, homebound teaching, attendance, and such other instructionally related pupil personnel services as may be necessary.
 - k. Coordination of instruction and services.
 - l. Supervision of instruction and services.
 - m. Assessment of personnel requirements for program responsibilities, preparation of job descriptions for positions, and recruitment and selection of staff.
 - n. Assignment of personnel for the instruction program.
 - o. Development and execution of a systematic program of appraisal for personnel in the instruction program.
 - p. Representing the school system in a liaison relationship and in activities with institutions of higher learning, community agencies, and the like in relation to the instruction program.
 - q. Definition and development of instructional and program leadership roles of coordinators, principals, department heads, and other key personnel in relation to the instruction program.
 - r. Coordinating publicity for the School District.

Adopted by Revision: January 15, 2004

Legal Reference:
O.R.C. §3319.011.

CBAAA INCAPACITY OF SUPERINTENDENT

A Superintendent Pro Tempore will be appointed by a majority of the members of the Board of Education upon determining the Superintendent is incapacitated in such a manner that he is unable to perform the duties of that office. Such incapacity will be determined in one of the following ways:

1. At the request of the Superintendent, if the Superintendent is absent with pay by reason 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 and such Superintendent is absent with pay by reason of personal illness, injury, or exposure to contagious disease, which could be communicated to others.
3. Upon the determination of a referee pursuant to O.R.C. §3319.16 that the Superintendent is unable to perform the duties of the office of Superintendent and such Superintendent is absent with pay by reason of personal illness, injury, or exposure to contagious disease, which could be communicated to others.
4. Upon the granting of a leave of absence, without pay requested by the Superintendent by reason of illness, injury, or other disability of the Superintendent.
5. Upon the placing of the Superintendent upon an unrequested leave of absence without pay by reason of illness or other disability of the Superintendent pursuant to O.R.C. §§3319.13 and 3319.16

During the period of incapacity, the Superintendent will:

1. At his request, be placed on sick leave, with pay, not to exceed the amount of his accumulated but unused sick leave and any advancement of such sick leave that may be authorized by Board policy.
2. At his request, or without such request, pursuant to O.R.C. §3319.13, be placed on a leave of absence without pay.

The leave provided during the period of incapacity will not extend beyond the contract or term of office of the Superintendent.

The Superintendent will, upon request to the Treasurer of the Board of Education, 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 the Superintendent is capable of resuming such duties and that the duties will be resumed on a full time basis.

The Board may demand that the Superintendent return to active service, and upon the determination that the Superintendent is able to resume his duties, the Superintendent will return to active service.

The Superintendent may request a hearing before the Board of Education on any action taken under this policy and will have the same rights as are granted under O.R.C. §3319.16.

The Superintendent Pro Tempore will perform all of the duties and functions of the Superintendent, and may be removed at any time by a two-thirds vote of the members of the Board.

The Board will fix the compensation of the Superintendent Pro Tempore in accordance with O.R.C. §3319.01 and he will serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner.

Adopted: October 20, 1983

Re-adopted by Revision: January 15, 2004

Legal Reference:
O.R.C. §3319.011.

CBB APPOINTMENT OF LOCAL SUPERINTENDENT

The Superintendent shall hold a superintendent's certificate and may be appointed by the Board of Education for a term of not more than five (5) years beginning the first day of August and ending the thirty-first day of July. The Superintendent shall serve on a twelve (12) month contract. The Superintendent may be reemployed the calendar year preceding the year of expiration of his/her contract of employment. The Superintendent shall be reemployed prior to March 1 of the year of contract expiration.

The Board of Education shall enter into an employment contract with the Superintendent, which shall include the following information:

1. The title of the position;
2. A job description for the position;
3. The term for which employment is contracted including beginning and ending dates;
4. The annual salary and the intervals at which it will be paid;
5. Other compensation including benefits;
6. The annual number of days to be worked;
7. The annual number of days of vacation and holidays; and
8. Such other matters as may be agreed upon.

The Superintendent of Schools shall be the chief executive officer of the school system and shall have, under the direction of the Indian Creek Board of Education, supervision of all of the public schools and of all the personnel and various personnel departments of the school system. The Superintendent of Schools is responsible for the management of the schools under the Board's policies and is accountable to the Board.

The Superintendent of Schools, at his/her discretion may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

The Superintendent shall perform such duties as set forth in the Ohio Revised Code and the Board adopted job description. The Superintendent's salary may be increased during the term of office but shall not be decreased unless coincident action involves a general reduction in the Board's adopted salary schedule for teachers and other employees.

Adopted by Revision: January 15, 2004

Revised: November 17, 2011

CBC 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. Should a vacancy occur mid-term, the Board can appoint a new hire to a term starting on any date – as long as the length of the contract does not exceed five years from the prior August 1. The period of time in which the 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. The Superintendent's salary may be increased or decreased during his/her term of office. However, any decrease must be part of "a uniform plan" affecting salaries of all District employees.

The Board authorize the annual payment of the Superintendent's accrued, unused vacation leave, in accordance with the Superintendent's contract.

If the Board intends to non-renew the Superintendent's contract, notice in writing of the intended non-renewal must be given to the Superintendent on or before March 1 of the year in which the contract expires.

Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or non-renewal of the Superintendent's contract.

Adopted: September 26, 2006

Revised: March 17, 2011

CBD ASSISTANT SUPERINTENDENT'S CONTRACT

The appointment of the Assistant 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 Assistant Superintendent.

The Assistant Superintendent is appointed for a term not to exceed five years. The term commences on July 1 and continues through June 30 of the year in which the contract expires. Should a vacancy occur mid-term, the Board can appoint a new hire to a term starting on any date, as long as the length of the contract does not exceed five years from the prior July 1. The period of time in which the Assistant Superintendent's contract may be renewed begins on March 1 of the year prior to the contract's expiration and ends on March 31 of the year in which the contract expires.

Salary is pursuant to Board Policy GCGAA. Benefits are determined by the Board at the time of the appointment. The Assistant Superintendent's salary may be increased or decreased during his/her term of office. However, any decrease must be part of "a uniform plan" affecting salaries of all District employees.

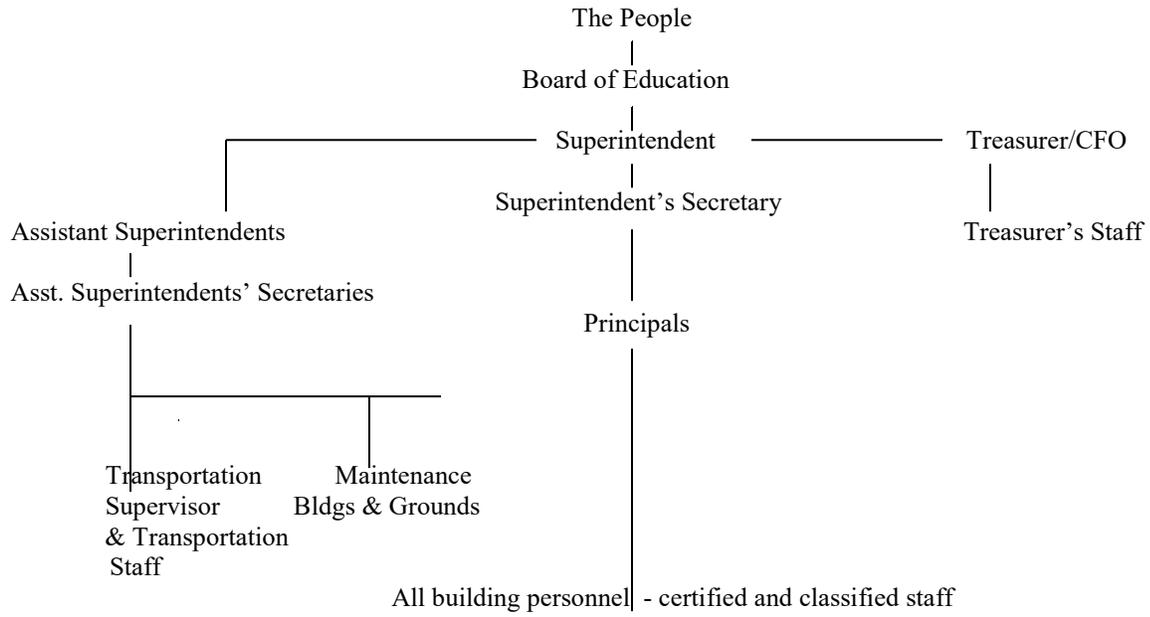
The Board authorizes the annual payment of the Assistant Superintendent's accrued, unused vacation leave, in accordance with the Assistant Superintendent's contract.

If the Board intends to non-renew the Assistant Superintendent's contract, notice in writing of the intended non-renewal must be given the Assistant Superintendent on or before March 31 of the year in which the contract expires.

Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or non-renewal of the Assistant Superintendent's contract.

Adopted: June 14, 2012

CCA ORGANIZATIONAL CHART



Adopted: March 19, 2009

CD MANAGEMENT TEAM

The Board of Education endorses the management team concept for this School District. The management team of the District will consist of two groups:

Policy Team: The Board

Administrative Team: All administrators within the School District with Superintendent serving as team leader. This team will be responsible for carrying out the functions of planning, organizing, staffing, implementing, and evaluating under the guidance of the policies established by the policy team.

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 communications and by providing a supportive atmosphere where collaborative problem solving and decision-making can take place.

The approach recognizes the mutual dependence that exists among various components of the total organization and promotes a team effort in the identification of goals, the establishment of priorities, and the development of long-range plans. Although the concept promotes collaborative efforts, it also recognizes the need for independent administrative action in appropriate areas. It in no way functions to inhibit responsible decision-making.

Adopted by Revision: January 15, 2004

**CDB JOB DESCRIPTION— ADMINISTRATIVE ASSISTANT -
CURRICULUM, STATE AND FEDERAL PROGRAMS AND CERTIFICATED PERSONNEL**

This person is employed on a twelve-month basis. Essential duties and responsibilities include the following:

1. Full responsibility under the Superintendent for the instructional programs.
2. Full responsibility under the Superintendent for all teaching and supervisory personnel as related to the instructional program.
3. Responsibility under the Superintendent for selecting personnel, program design and implementation.
4. Coordination of instruction and designated services.
5. Supervision of instruction and services as designated.
6. Initiation, execution, and implementation of necessary studies, cooperative efforts, experimentation, innovations, and related activities focused on the improvement of instruction and services.
7. Assessment of personnel requirements for program responsibilities, preparation of job descriptions for posting, and a major role in the recruitment and selection of staff.
8. Assignment of personnel within program responsibility.
9. Development and execution of a systematic program of appraisal for personnel under this person's jurisdiction.
10. Assumption of the responsibility of representing the school system in a liaison relationship and in activities with institutions of higher learning, community agencies, and the like in which the coordinator's responsibilities are involved.
11. Definition and development of instructional and program leadership roles of coordinators, principals, department heads, and other key personnel related to the program responsibilities.
12. Full responsibility for in-service education programs for personnel under the jurisdiction of the coordinator.
13. Administration of all federal and state programs related to the school system.
 - a. Initiation, execution, and implementation of necessary studies, cooperative efforts, experimentation, innovations, and related activities focused on the improvement of instruction and services.
 - b. Submission of all applications for funds and organizations and implementation of funded programs.
 - c. Purchasing of materials and equipment under funded programs.
 - d. Budgeting of moneys for various programs.
 - e. Bookkeeping and record keeping to such a degree that they are acceptable to examination by the state auditor, working with the Treasurer to assure that all reports are filed in accordance with each program's reporting requirements.
 - f. Preparation of vouchers for payment by the Treasurer.
14. Other duties and responsibilities as may from time to time be assigned by the Superintendent and falling within the competence of the individual holding the position.

Revised: April 20, 2000; Re-adopted by Revision: January 15, 2004

CDD JOB DESCRIPTION--SECONDARY, MIDDLE SCHOOL AND ELEMENTARY PRINCIPALS

The essential duties and responsibilities of this position include the following:

1. Personnel
 - a. Assign duties and responsibilities to the professional building staff with the advice, counsel, and approval of the Superintendent and then work cooperatively with the staff for the best interest of the school and students.
 - b. Be directly responsible for evaluating teachers in classroom performance.
 - c. Orient teachers new to the school system or to a new teaching situation and provide guidance and assistance throughout the school year.
 - d. Call or arrange for calling of substitutes.
 - e. Be responsible for scheduling teachers.
 - f. Arrange for classroom visitations and teacher-principal conferences for the purpose of improving instruction.
 - g. Be responsible for the recommendation to the Superintendent of the employment or dismissal of the personnel under his/her jurisdiction.
 - h. Be responsible for organizing and delegating supervision of the cafeteria during the lunch period, halls, gym, outside of the building when needed, and for the schedule for student use of the noon lunch period.
 - i. Be directly responsible to the Superintendent for all organizations, administration, and supervision within the building; advise and counsel with him/her regarding the condition and needs of the school, the activities thereof, the educational program, and the recommendations that come from the building staff personnel.
 - j. Direct custodians during the school day in "out of routine" or "special service" assignments.
 - k. Advise custodial, maintenance, operating, and cafeteria personnel; assist the supervisors of maintenance, transportation, and cafeteria in directing employees under their responsibility.
2. Students
 - a. Organize and/or provide supervision for students when they are not in the classroom during the school day.
 - b. See that records are maintained of all students enrolled with as much data as may be required by the Superintendent; assign students upon reviewing their records; transmit proper records in cases of transfer; advise and counsel teachers regarding promotion or retention.
 - c. Oversee the conduct and attendance of students and handle discipline problems as referred to him/her by members of his/her staff.
 - d. Be jointly responsible with the cafeteria supervisor for placing students on "free" or "reduced-price" lunches.
 - e. Be responsible for scheduling students into classes and rooms.
 - f. Supervise, in cooperation with the District attendance officer, the attendance program.
3. Curriculum
 - a. Constantly appraise and evaluate the instructional program and assist in developing the curriculum by adapting the course of study to the needs, interest, and welfare of the students.
 - b. Enlist the services and cooperate with the staff assistants, guidance personnel, and special teachers in order to improve the learning situation and the educational program.

- c. Be responsible, with his/her staff, in developing a philosophy of education, educational objectives, and in-service education for all grades in the building.
 - d. Be responsible for conducting pre-school clinics each spring for the registration of entering kindergarten and first grade pupils, and all new students, making sure all records are in order and meet all state and local requirements.
4. Physical Plant and Grounds
- a. Decide on routine applications by outside agencies for the use of the school property; present to the Board, for its decision, applications for the use of school property by outside agencies when said applications cannot be considered routine either because of their nature or due to lack of existing precedents; collect rentals for the use of school property in accordance with Board regulations.
 - b. Be responsible for supervision of fire drills, evacuation drills, school enterprises, school social functions, school exhibits, and extracurricular school activities.
 - c. Maintain a calendar of scheduled school events in order that conflicts do not arise and furnish such information to the Superintendent upon request.
 - d. Designate someone to act in his/her place when absent from the building, particularly giving instructions for emergencies.
 - e. Oversee school bus transportation serving his/her particular building as designated by the Superintendent.
 - f. Be in custodial charge of all school property under his/her administration; have authority to charge for loss or destruction of this property.
 - g. Be responsible for the security of school property under his/her jurisdiction.
5. Records
- a. Requisition through the Superintendent all repairs and materials necessary to the operation of the school, routing all requisitions via the staff assistants.
 - b. Oversee accounts for money collected from students or from the public for school purposes.
 - c. Furnish all reports requested by the Superintendent, Treasurer, Board of Education, or the state.
 - d. Be responsible for keeping adequate attendance records, records of pupil progress, and all other needed records and information.
6. Community Activities
- a. Utilize community resources whenever possible including human, physical, instructional, industrial, business, and public services.
 - b. Work with the parent-teacher groups and with other civic groups as representative of his/her school.
7. General Responsibilities
- a. Participate in the development of policies through staff and principals' meetings; see that all school policies are explained, interpreted, and followed as they apply to his/her building.
 - b. Provide for emergency first aid.
 - c. Be responsible for analyzing enrollments, staff needs, building requirements and community facilities in order to recommend for the next year to the Superintendent, the building organization and means of instructional improvement.
 - d. Perform such other duties as assigned by the Superintendent.

Revised: March 17, 1993; Re-adopted by Revision: January 15, 2004

CDDA JOB DESCRIPTION—ASSISTANT PRINCIPALS

The responsibilities referred to in the job description may vary from building assignment to building assignment depending on the needs of the building principal for assistance in various areas. The assistant principal will be advised at the beginning of the school year in which area he will be used. The assistant principal may be used for assistance of varying degrees in the following areas.

The essential duties and responsibilities of this position are:

1. Personnel
 - a. Evaluation of personnel
 - b. Supervision of personnel
 - c. Preparation of supervisory schedules; bus duty, hall duty, etc.
2. Students
 - a. Daily attendance
 - b. Discipline problems
 - c. Scheduling
3. Curriculum
 - a. Implementation of present curriculum
 - b. Evaluation of curriculum needs
 - c. Develops a system for distribution of A/V equipment
4. General Responsibilities
 - a. Assumes total responsibility for operation of the building when principal is absent
 - b. Performs all other duties as designated by the principal

Adopted: December 18, 1980

Re-adopted by Revision: January 15, 2004

CGC STATE AND FEDERAL PROGRAMS ADMINISTRATION

The Board believes that federal and state supported programs are a vital and necessary adjunct to the educational program of the Indian Creek Local Schools.

To provide for the effective development and administration of these programs, the federal and state assistance programs department has been established. The department, under the direct supervision of the director of federal and state assistance programs, shall have as its main responsibilities both the development and implementation of supplementary educational services provided to students (children and adults) through special federal and state legislation.

More specifically, this department must:

1. Be knowledgeable about federal and state legislation providing special funds and services to schools;
2. Conduct annual needs assessments and establish priorities among those needs;
3. Work with other divisions and departments, school personnel and the community in planning, writing and implementing new programs;
4. Review and update all continuing programs every year; and
5. Administer and supervise approved programs including the control of separate programs expenditures and conformance to special regulations.

To be certain that federal and state sponsored programs are meeting our students' needs, it shall be the responsibility of the director of federal and state assistance programs to ensure that each individual federal and state program is evaluated annually. All measurement statistics shall be planned around and compared to program objectives.

Adopted: February 21, 1991

Re-adopted by Revision: January 15, 2004

CHA DEVELOPMENT OF ADMINISTRATIVE REGULATIONS

The Indian Creek Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and designing the detailed arrangements under which the schools will be operated, whenever practical. These detailed arrangements shall constitute the administrative regulations governing the schools. They shall be defined in written form and organized by subject or date with adequate indexing for easy use. Make-up and distribution will be so as to facilitate easy filing and proper use, and distribution may include the members of the Board of Education. The administrative regulations must in every respect be consistent with the policies of the Board.

The Board of Education itself shall strive to formulate and adopt administrative regulations only when specific state laws require board adoption, but the Board may also do so when the Superintendent recommends board adoption in light of strong community attitudes or probable staff reactions.

Dissemination

For the purpose of keeping staff informed, an administrative handbook outlining the operating procedures for the Indian Creek Local School District may be developed, with copies provided to all staff. Developing and maintaining the accuracy of said handbook shall be an administrative responsibility.

Board Review

The Indian Creek Board of Education reserves the right to review and veto administrative rules should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Re-Adopted by Revision: January 15, 2004

CHCA APPROVAL OF HANDBOOKS AND DIRECTIVES

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

It is essential that the contents of all handbooks conform to District-wide 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 levels. Administrators at all levels should review handbooks for consistency. The Board approves all handbooks prior to publication.

The Board reviews and approves the handbooks in order that the contents are accorded the legal status of Board-approved policies 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.

Adopted: May 24, 2007