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SECTION C: GENERAL SCHOOL ADMINISTRATION
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Note: Only those items indicated with an * are included in this policy 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:

1. to manage the District's various departments and programs effectively;
2. to 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. to implement the management function so as to ensure the best and most effective learning programs through achieving such other goals as:
 - A. provide leadership in keeping abreast of current education 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: January 11, 2001]

CROSS REFS.: AF, Commitment to Accomplishment
CD, Management Team
GCL, Professional Staff Development Opportunities
GDL, Support Staff Development Opportunities

Union Local School District, Belmont, Ohio

SCHOOL SUPERINTENDENT

The Superintendent is the chief executive officer of the school system and has, under the direction of the Board, general supervision of all of the public schools and of all the personnel and various personnel departments of the school system. The Superintendent is responsible for the management of the schools under Board policies and is accountable to the Board.

The Superintendent, in 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. The delegation of power or duty, however, does not relieve the Superintendent of responsibility for the action taken under such delegation.

It is presumed that the responsibility for all activities within any building during school hours belongs to the designated principal who is deemed accountable to the Superintendent. Despite this essential fixing of accountability through written job description, the Board sees no major conflict between authority and appropriate shared decision making within an organization.

[Adoption date: January 11, 2001]

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. Direct staff negotiations
4. File state and local required reports
5. Prepare an annual budget for the Board to consider
6. Prepare an annual appropriations resolution
7. Act as school district's purchasing agent
8. Establish and maintain a public relations program to inform the public of the school 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 school 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 school 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 of education 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 of Education
2. Attend local, state and national conferences
3. Approve vacation schedules for salaried District employees
4. Supervise the purchase and distribution of textbooks, workbooks and other educational materials
5. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
6. Instill in students the belief in and practice of ethical principles and democratic values
7. Respond to routine questions and requests in an appropriate manner
8. Perform other duties as assigned

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. Typewriter
4. Copy machine
5. Fax machine
6. 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. 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: January 11, 2001]

LEGAL REF.: ORC 3319.01

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 Ohio law and the Family and Medical Leave Act of 1993.

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: January 11, 2001]

LEGAL REFS.: ORC 3319.01; 3319.011; 3319.13; 3319.16

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, pursuant to ORC 3319.16, 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 pursuant to ORC 3319.13 and 3319.16.

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 twelve 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 pursuant to ORC 3319.13.

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 ORC 3319.16.

The Board fixes the compensation of the Superintendent Pro Tempore in accordance with ORC 3319.011. 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: January 11, 2001)

RECRUITMENT AND APPOINTMENT OF THE SUPERINTENDENT

Appointment

The Board, at a regular meeting held not later than May 1 in a calendar year in which the term of the Superintendent expires, appoints a person possessed of the qualifications provided in ORC 3319.01 to act as Superintendent of public schools of the District for a term of not longer than five years beginning on August 1 and ending July 31. Such Superintendent is, at the expiration of his/her term of employment, deemed reemployed for a term of one year at the same salary, plus any increments that may be authorized by the Board, unless the Board, on or before the first day of March of the year in which his/her contract of employment expires, either reemploys the Superintendent for a succeeding term or gives the Superintendent written notice of its intention not to reemploy him/her. If a vacancy occurs in the office of Superintendent during the term of his/her employment, the Board promptly appoints a Superintendent for a term not to exceed five years from the next preceding August 1.

Reappointment

The Board may, at any regular meeting held during the year immediately preceding the year of expiration of the Superintendent's term of employment, reemploy such Superintendent for a succeeding term for not longer than five years, beginning on August 1 immediately following the expiration of the existing term.

Compensation

At the time of making such appointment or designation of term, the Board fixes the compensation of the Superintendent, which may be increased or decreased during such term provided such decrease is part of a uniform plan affecting salaries of all employees of the District and executes a written contract of employment with such Superintendent. Should the Board hold a regular meeting on January 1 of the year immediately preceding the year of the expiration of the term of employment, it could at that time take action to reemploy the Superintendent for a succeeding period up to five years at the expiration of his/her current term of employment. Since the term of employment ends July 31, if the Board holds a meeting on January 1 of the preceding year, it would have as much as 18 months prior to the expiration of the Superintendent's current term to take action as to his/her future employment.

[Adoption date: January 11, 2001]

LEGAL REF.: ORC 3319.01

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.

If the Board intends to nonrenew the Superintendent's contract, notice in writing of the intended nonrenewal 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 nonrenewal of the Superintendent's contract.

[Adoption date: January 11, 2001]

[Adoption date: May 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)

SUPERINTENDENT'S COMPENSATION AND BENEFITS

The salary of the Superintendent, additional benefits, vacation entitlement and other leave is determined at the time of his/her appointment (or reappointment) and is part of his/her written contract.

Additional benefits, such as health and other forms of insurance, annual vacation, holidays and temporary and extended leaves and absences are at least equal to those granted other professional staff members.

[Adoption date: January 11, 2001]

LEGAL REF.: ORC 3319.01

SUPERINTENDENT'S DEVELOPMENT OPPORTUNITIES

The Superintendent keeps himself/herself informed of modern educational thought and practices by study, by visiting of other school systems, by attendance at educational conferences and by other such means as are appropriate.

[Adoption date: January 11, 2001]

LEGAL REFS.: ORC 3313.20
3319.01; 3319.30

SUPERINTENDENT'S CONSULTING ACTIVITIES

The Superintendent devotes his/her time, attention and energy to the direction and supervision of the school system. By prior agreement with the Board, however, the Superintendent may undertake for remuneration consultative work, speaking engagements, lecturing or other professional activities.

[Adoption date: January 11, 2001]

EVALUATION OF THE SUPERINTENDENT

The Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in fulfilling their responsibilities and to enable the Board to provide the District with the needed leadership.

The Board shall at least once annually, no later than June 30 of each school year, evaluate the performance of the Superintendent. Such evaluation shall include an assessment of:

1. the working relationship between the Board and the Superintendent;
2. the Superintendent's relationship to staff and students;
3. the Superintendent's personal professional growth;
4. the progress of the District toward achieving the goals of the Board;
5. the implementation of the District's educational philosophy;
6. the climate of confidence and sense of purpose evidenced at every level in the District;
7. the Board's effectiveness in providing direction and
8. the needs of the District.

Each evaluation of the Superintendent shall be preceded by a statement in writing of those standards by which performance shall be measured. Such standards shall include:

1. a description of the Superintendent's duties and responsibilities and
2. goals and objectives for the school year agreed upon annually by the Board and the Superintendent.

The evaluation of the Superintendent's performance shall be compiled on a prepared standard form by individual Board members and submitted to the Board President. The Board President shall prepare a composite summary of the Superintendent's performance which shall then be reviewed jointly by the Board and the Superintendent in executive session.

The evaluation shall be considered by the Board in deciding whether to renew the Superintendent's contract of employment.

The Board shall make the final determination regarding the renewal or failure to renew the contract of the Superintendent.

Renewal, termination or suspension of the Superintendent's contract shall be in accordance with sections of the Ohio Revised Code relative to the employment and evaluation of the Superintendent.

[Adoption date: January 11, 2001]

LEGAL REF.: ORC 3319.01

CROSS REF.: CBA, Qualifications and Duties of the Superintendent

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 Superintendent is the chief executive officer of the District and as such is responsible for the direction and supervision of all employees of the District.

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 all 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: January 11, 2001]

[Re-adoption date: September 15, 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

Union Local School District, Belmont, Ohio

ADMINISTRATIVE ORGANIZATIONAL PLAN

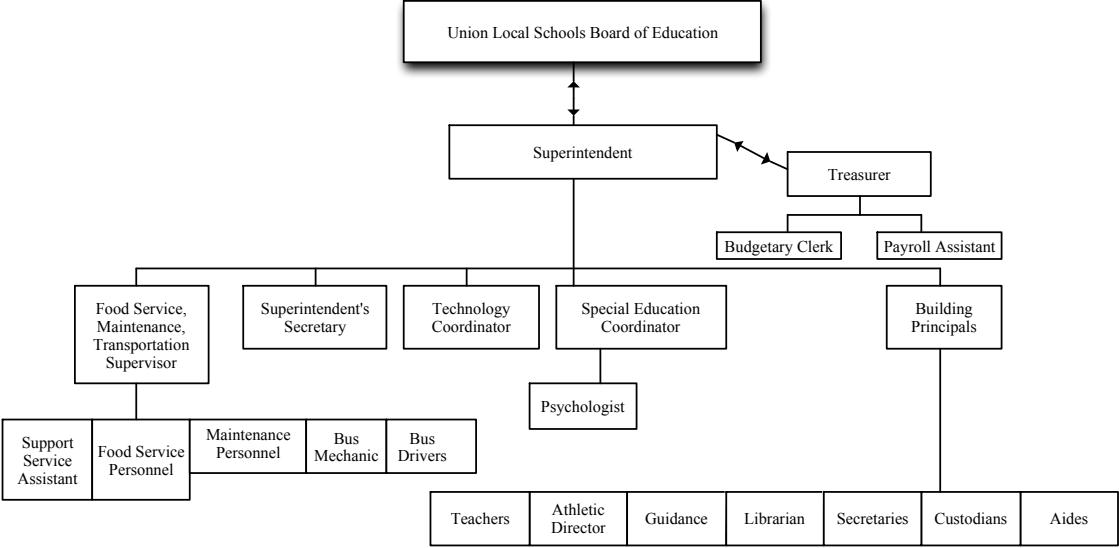
The legal authority of the Board is transmitted through the Superintendent along specific paths from person to person as shown in the Board-approved organizational chart of the District.

The lines of authority on the chart represent direction of authority and responsibility.

The Superintendent has freedom to reorganize lines of authority and to revise the organizational chart,0-[Adoption date: January 11, 2001] subject to Board approval of major changes and/or the elimination and creation of positions. The Board expects the Superintendent to keep the administrative structures up to date with the needs for supervision and accountability throughout the school system.

[Adoption date: January 11, 2001]

CROSS REFS.: CB, School Superintendent
CCA, Organizational Chart



[Adoption date: January 11, 2001
[Re-adoption date: September 15, 2011]
[Re-adoption date: April 26, 2012]

CROSS REF.: CCB, Staff Relations and Lines of Authority
* ⚡ Indicates Board Mandate Lines of Communication

Union Local School District, Belmont, Ohio

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: January 11, 2001]

CROSS REFS.: ABB, Staff Involvement in Decision Making (Also GBB)
BG, Board-Staff Communications (Also GBD)
CCA, Organizational Chart

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:

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

[Adoption date: January 11, 2001]

CROSS REF.: CCB, Staff Relations and Lines of Authority

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: January 11, 2001]

CROSS REF.: BF, Board Policy Development and Adoption

SCHOOL BUILDING ADMINISTRATION

Acting with the approval of the Superintendent, each principal is the chief administrator of his/her school. All personnel assigned to the building are directly responsible to him/her. Staff members who work in more than one building are responsible to the principal of the building in which they are working during the time they are in such building.

[Adoption date: January 11, 2001]

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 Board's approval of regulations is accomplished by the same procedure established for the adoption of policies.

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: January 11, 2001]

LEGAL REF.: ORC 3313.20

BOARD REVIEW OF REGULATIONS

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

The Board's approval of regulations is accomplished by the same procedure established for the adoption of policies.

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

[Adoption date: January 11, 2001]

LEGAL REF.: ORC 3313.20

CROSS REF.: CHC, Regulations Dissemination

REGULATIONS DISSEMINATION

The Superintendent establishes and maintains an orderly plan for making administrative regulations known to all staff members, students and the public.

The Superintendent arranges to disseminate to staff members all new rules that affect them and their work and provides easy access to an up-to-date collection of Board policies and administrative regulations for all employees of the District and members of the Board.

[Adoption date: January 11, 2001]

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 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 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.

[Adoption date: January 11, 2001]

[Re-adoption date: July 19, 2007]

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: January 11, 2001]

LEGAL REF.: ORC 3313.20

SCHOOL DISTRICT ANNUAL REPORT

The Board shall issue a District annual report and an annual report for each building within the District as required by State regulations.

The format of the report is designed by the administrative staff.

The content of the report conforms to State guidelines. The report is made available to all District residents.

[Adoption date: January 11, 2001]

LEGAL REFS.: ORC 3313.94
3315.07
3319.04; 3319.32; 3319.33
OAC 3301-11-01 thru 3301-11-06