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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. develop an effective program of evaluation which includes every position, program and facility in the District and
5. develop and use a team management approach.

[Adoption date: August 19, 1991]
[Re-adoption date: March 19, 2001]
[Re-adoption date: October 18, 2004]
[Re-adoption date: October 10, 2011]

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

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Title: Superintendent

Reports to: Clearview Local School District Board of Education

Job Objectives: Serves as the district's chief executive officer. Administers the effective use of available resources to provide high-quality educational programs and services. Promotes close working relationships with parents, students and staff. Keeps the board informed about emerging issues.

Minimum Qualifications

1. Valid Ohio Superintendent's license or certificate. Academic preparation and experience in educational administration, curriculum/instruction and school finance.
2. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
3. Documentation of a clear criminal record.
4. Complies with drug-free workplace rules and Board policies.
5. Meets all prerequisite qualifications to be bonded.

Essential Functions

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. Serves as the Board's professional adviser. Prepares meeting agendas in cooperation with the Board president. Provides information and recommendations on all issues considered by the Board.
2. Evaluates the ongoing relevance of Board policies. Develops and/or updates administrative procedures to carry out adopted Board policies.
3. Uses personal discretion to address emergency situations not covered by Board policy or administrative procedures. Reports actions undertaken.
4. Directs the planning and implementation of a continuous improvement plan.
5. Administers and is accountable for the effective provision of school programs, services, and activities. Enforces all applicable local, State and Federal laws.
6. Works with the Treasurer to prepare an annual budget/appropriations measure designed to serve the needs of the school system. Works with the Board and community to maintain a strong commitment of financial support.
7. Maintains visibility. Carries out a public relations program that promotes positive image and understanding of the District's mission, philosophy and vision. Builds community partnerships that enhance District programs and services.

8. Oversees the preparation of an annual report and a District calendar.
9. Serves as the Board liaison to residents, other school systems, institutions and community organizations.
10. Establishes performance goals and a strategy to accomplish approved objectives within specified time lines.
11. Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with Board members, staff and the community.
12. Administers human resource functions. Recommends appointments. Administers continuing contracts, demotions, transfers, non-renewals and termination processes.
13. Provides opportunities for staff to improve performance and develop new skills.
14. Formulates salary schedules and benefit package recommendations.
15. Directs the negotiation process with employee bargaining units.
16. Manages the district's business affairs. Purchases equipment, supplies and services that are appropriate for the purposes and needs of the school system.
17. Oversees an ongoing program to maintain and preserve the District's buildings, grounds and equipment. Formulates plans to address projected needs.
18. Oversees the provision of effective transportation and food service programs.
19. Supervise the periodic revision of curriculum guides and courses of study.
20. Manages the planning process to select textbooks and other instructional materials.
21. Works cooperatively with the educational service center.
22. Provides guidance, communicates high expectations and shows an active interest in student progress.
23. Implements safety procedures to protect school property and help ensure the health and well being of students, staff and visitors.
24. Oversees the periodic evaluation and revision of emergency preparedness plans.
25. Oversees the timely submission of reports, records, and inventories. Maintain district records for the maximum period mandated by law and/or board policy.
26. Respects personal privacy. Maintains the confidentiality of privileged information.
27. Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
28. Reports evidence of suspected child abuse as required by law.
29. Encourages parent organizations. Supports and participates in school and student activities as time permits.
30. Supports appropriate research and pilot projects. Pursues funding opportunities. Supervises the preparation of grant and foundation applications.
31. Participates in national, state and/or regional activities that advance district goals.
32. Participates in professional growth opportunities.
33. Accepts personal responsibility for decisions and conduct.
34. Strives to develop rapport and serve as a positive role model for others.
35. Performs other specific job-related duties as directed by the Board.

Abilities Required

The following characteristics and physical skills are important for the successful performance of assigned duties.

1. Articulates a clear vision and provides leadership to advance the change process.
2. Promotes a positive work environment and engenders staff enthusiasm.
3. Skillfully manages individual, group and organizational interactions.
4. Averts problem situations and intervenes to resolve conflicts.
5. Interprets information accurately and initiates effective responses.
6. Effectively uses verbal, nonverbal, writing and listening skills.
7. Organizes tasks and manages time effectively
8. Completes paperwork accurately. Verifies and correctly enters data.
9. Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility

Directs, supervises and evaluates Treasurer's office staff as authorized by Board policy, administrative regulations and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

Working Conditions

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require operating and/or riding in a vehicle.
2. Duties may require traveling to meetings and work assignments.
3. Duties may require prolonged use of a computer keyboard and monitor.
4. Duties may require working extended hours.
5. Duties may require working under time constraints to meet deadlines.
6. Exposure to adverse weather conditions and seasonal temperature extremes.
7. Potential for exposure to blood-borne pathogens and communicable diseases.
8. Potential for interaction with disruptive and/or unruly individuals.

Compensation

Salary is established by the Clearview Board of Education.

Performance

Job performance is evaluated according to the policy provisions adopted by the Clearview Local School District Board of Education.

[Adoption date: August 19, 1991]
[Re-adoption date: March 19, 2001]
[Re-adoption date: October 18, 2004]
[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3319.01; 3319.16; 3319.22

CROSS REFS.: CBAA, Incapacity of the Superintendent
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 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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 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
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: August 19, 1991)

(Re-approval date: March 19, 2001)

(Re-approval date: October 18, 2004)

(Re-approval date: October 10, 2011)

RECRUITMENT AND APPOINTMENT OF THE SUPERINTENDENT

As the chief executive officer of the school system, the Superintendent is the key administrator of that system. It is the intention of the Board to develop recruitment practices for this position that will ensure the appointment of a highly qualified administrator.

In the event that a new Superintendent must be selected, the Board will determine the procedure to be used in advertisement for the position and final selection. Such determination shall include:

1. qualifications for the position;
2. format of the application procedure;
3. anticipated compensation;
4. selection of a consultant to aid in the recruitment process;
5. advertisement of the position;
6. screening procedures;
7. interviewing schedules;
8. interviewing team membership;
9. interviewing procedure and
10. application and selection timelines.

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

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

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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 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 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 Board evaluates the abilities and services of the Superintendent at least once a year.

The evaluation of the Superintendent's abilities and performance is written and made available to and discussed with the Superintendent. The Board considers the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

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 the Board, and the execution of the policies should be the function of the Superintendent and his/her 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 District 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:

1. gives the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. acts in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. refers all complaints to the Superintendent for appropriate investigation and action;
4. strives to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their duties on a thoroughly professional basis and
5. presents personal criticisms of any employee directly to the Superintendent.

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 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

ADMINISTRATIVE ORGANIZATIONAL PLAN

The efficient and effective management of any system presupposes an organizational plan that clearly delineates the functions of and relations among the various elements of the system. It is the responsibility of the Superintendent to design, implement and maintain such a plan with the approval of the Board. The ultimate purpose of this organizational plan is to coordinate the various elements of the system in the pursuit of the goals of the system.

The development of an organization plan includes:

1. an organizational chart listing line and staff relationships and
2. job descriptions for each position listed on the organizational chart.

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

ORGANIZATIONAL CHART

In MacFlow

[Adoption date: October 10, 2011]

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

Clearview Local School District, Lorain, 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. 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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

CROSS REFS.: ABB, Staff Involvement in Decision Making (Also GBB)

ACAA, Sexual Harassment

BG, Board-Staff Communications (Also GBD)

CCA, Organizational Chart

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 implementing 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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

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

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees as 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 Open Meetings Act (Sunshine Law).

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 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 that 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.

[Adoption date: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

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

DEVELOPMENT OF REGULATIONS

The Board delegates to the Superintendent the function of specifying required actions and designing the regulations and detailed arrangements under which the schools operate. 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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 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 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.

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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

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

REGULATIONS DISSEMINATION

Districtwide regulations are appropriately coded and included in the policy manual, which is available in the Board offices and in each school building.

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

[Adoption date: August 19, 1991]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3313.17; 3313.47

CROSS REF.: CH, Policy Implementation

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 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: November 18, 1996]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

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 that 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 that 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: August 19, 1991]

[Re-adoption date: March 19, 2001]

[Re-adoption date: October 18, 2004]

[Re-adoption date: October 10, 2011]

LEGAL REFS.: ORC 3313.18; 3313.20(A)

CROSS REF.: BF, Board Policy Development and Adoption