

## **ADMINISTRATION GOALS**

It is the intent of the District School Committee that the District employ qualified personnel to administer the school system efficiently and to require the Superintendent-Director to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

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

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

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

**REGIONAL SCHOOL SUPERINTENDENT-DIRECTOR**

The Committee shall employ a Superintendent-Director of Schools and fix his/her compensation. The Superintendent-Director shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Mayors of member cities and the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

LEGAL REFS: M.G.L. 71:59, 72:3

**SUPERINTENDENT-DIRECTOR'S CONTRACT**

The appointment and continued employment of the Superintendent-Director shall be secured through an agreement in writing which shall state the term of the appointment, compensation and other benefits including vacation, and other conditions of employment. The agreement shall meet all State requirements and shall establish the rights of both the District School Committee and the Superintendent-Director

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

## **EVALUATION OF THE SUPERINTENDENT-DIRECTOR**

Through evaluation of the Superintendent-Director, the District School Committee will strive to accomplish the following:

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

The District School Committee will periodically develop with the Superintendent-Director a set of performance objectives based on the needs of the school system. The Superintendent-Director's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent-Director.

LEGAL REFS.:       603 CMR 35.00

## **LINE AND STAFF RELATIONS**

The free flow of communications from the Superintendent-Director-Director and other administrators to the staff, from staff members and organizations to the Superintendent-Director and other administrators, and between and among staff, the administration and the Superintendent-Director, is strongly encouraged and should be facilitated to the greatest extent possible.

In implementing the above, the Superintendent-Director shall be guided by the proposition that the Committee values the open exchange of ideas outside the established lines of communication and responsibility in the School. The free and open flow of ideas and grant of assistance among personnel at every level is to be encouraged.

The following principles shall govern the administrative operation of the District School:

1. The Superintendent-Director shall have specific responsibility for implementing and administrating the content and sequence of the educational experience provided for all students.
2. The School staff under the supervision of the Superintendent-Director shall be encouraged and shall be free to develop the educational programs most appropriate for its students.
3. Staff members shall be informed of to whom they are responsible; to whom they can go for information and guidance; and to whom they might appeal in cases of disagreement.

LEGAL REFS.:	Teachers' Collective Bargaining Agreement
	Superintendent-Director-Director Employment
Agreement	M.G.L. 71:16, 71:59

## **ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES**

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

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

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent-Director and may be changed at his/her discretion. However, the District School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

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

## **POLICY IMPLEMENTATION**

The Superintendent-Director has responsibility for carrying out, through procedures, the policies established by the District School Committee.

The policies developed by the District School Committee and the procedures developed to implement those policies are designed to increase the effectiveness and efficiency of the School. It is expected that all employees and students will comply with them.

Administrators are responsible for informing staff members in their various departments of existing policies and procedures and for assuring that they are implemented in the spirit intended.

The Superintendent-Director shall request the participation of affected staff members in the development of rules and procedures for the operation of the School District.

LEGAL REFS.: M.G.L.71:16, 71:59

## **DEVELOPMENT OF PROCEDURES**

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

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

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



## **PROCEDURES DISSEMINATION**

The Superintendent-Director has responsibility for carrying out, through procedures, the policies established by the District School Committee.

The policies developed by the District School Committee and the procedures developed to implement those policies are designed to increase the effectiveness and efficiency of the School. It is expected that all employees and students will comply with them.

Administrators are responsible for informing staff members in their various departments of existing policies and procedures and for assuring that they are implemented in the spirit intended.

LEGAL REFS.: M.G.L.71:16, 71:59

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to District School Committee policies. It is also important that all handbooks bearing the name of the school system or its school be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent-Director.

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

LEGAL REFS.: M.G.L. 71:37H; 71:37H1/2, 71:37H3/4; 71:37O

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

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

1. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon or a controlled substance, may be subject to expulsion from school by the Principal.
2. Any student who assaults any employee of the School District may be subject to expulsion from school by the Principal.
3. Any student who is charged with a violation of either (1) or (2) above shall be notified in writing of their opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent-Director.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent-Director of the sending school shall notify the Superintendent-Director of the receiving school of the reasons for the pupil's expulsion.

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

**ADMINISTRATION IN POLICY ABSENCE**

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

## **ADMINISTRATIVE REPORTS**

The District School Committee may from time to time require reports from the Superintendent-Director concerning general or specific conditions, issues or other matters affecting or occurring within the School.

The Superintendent-Director shall at such time as he/she deems appropriate prepare reports covering the activities, affairs, programs or other matters or issues affecting or relating to the District School and the administrator's recommendations with regard thereto and present same to the District School Committee. Upon Committee approval, the reports will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs, activities and affairs of the School.

LEGAL REFS.: M.G.L. 71:59

## **REGIONAL SCHOOL DISTRICT ANNUAL REPORT**

An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement will be prepared by the Superintendent-Director and presented to the District School Committee. Upon Committee approval, the report shall be submitted to each member community and will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools. Said report shall contain a detailed financial statement, a statement showing the method which computes the annual charges against each town, and any other information regarding the operation of the School District as may be necessary.

Established by law and Committee policy

LEGAL REFS.: M.G.L. 72:4  
M.G.L. 71:16(k)  
LEGAL REFS.: M.G.L. 71:16(k)  
Regional Agreement, Section XIII