

La Center School District No. 101

Policy Governance

IV. Administrative Limitations

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Superintendent Relations

AL-1

With respect to maintaining a professional and responsible relationship with the superintendent, administrators/directors shall not fail to provide the superintendent with adequate and timely information and counsel so the superintendent can appropriately be knowledgeable in fulfilling his responsibilities.

Accordingly, administrators/directors may not:

1. Fail to advise/report to the superintendent in a timely manner monitoring reports, changes in financial conditions, relevant trends, facts and information that could impact achievement of the district mission.
2. Fail to provide the superintendent with as many staff and external points of view and opinions as needed to make district decisions.

Adopted: May 28th, 2014

Monitoring Method: Internal Report and Direct Inspection

Monitoring Frequency: Annually in January

Community Relations

AL-2

With respect to interactions with the community (parents, students, and the general public), administrators/directors shall not fail to ensure that all stakeholders are treated with respect and dignity at the district level, within each school and classroom.

Accordingly, the administrators/directors may not:

1. Fail to build upon the positive image of the district.
2. Fail to take reasonable steps to communicate with stakeholders through regular communications (e.g. newsletters, website, email, etc.).
3. Fail to appropriately involve stakeholders in an advisory capacity in important issues which impact them directly.
4. Fail to build positive relationships with community businesses, service and community groups and other community groups involved in building a positive school community.
5. Fail to be visible and approachable as a leader in the school district.
6. Fail to prepare annual school and progress reports to the public which include the following items:
 - a. Student achievement data and graduation rates, disaggregated by gender, and other categories, indicating student progress toward accomplishing the Board's Ends policies.
 - b. Information about school and district strategies intended to address achievement problems and to accomplish the Board's Ends policies.

Adopted: May 28th, 2014

Monitoring Method: Internal Report

Monitoring Frequency: Annually in March

Staff Relationships

AL-3

With respect to interactions with district staff, administrators/directors shall not fail to ensure an organized, mission focused and empowering culture exists for all employees in the service of students.

Accordingly, administrators/directors may not:

1. Fail in having a long-term plan for the building/program they lead that has gained the support of appropriate stakeholders and is approved by the superintendent.
2. Fail to provide positive, mission focused professional development opportunities for all staff they supervise.
3. Fail to treat staff with respect, dignity and concern for their well-being.
4. Fail to handle personnel matters in a fair, appropriate and impartial manner.
5. Fail to appropriately and effectively delegate decision making to the appropriate level in a manner that empowers distributed decision-making.
6. Fail to recognize the good work that staff achieves on behalf of students.
7. Fail to recommend for hire the best staff possible to achieve the mission of the district.

Adopted: May 28th, 2014

Monitoring Method: Internal Report

Monitoring Frequency: Annually in June

Business and Finance

AL-4

With respect to execution of the budget and the actual, ongoing condition of the district's financial health, administrators/directors shall not cause or allow a material deviation from their annual budget, cause or allow any fiscal condition that is inconsistent with achieving the Board's Ends, or places the long-term financial health of the district in jeopardy.

Accordingly, administrators/directors may not:

1. Fail to develop a budget that is targeted to achieve the Board's Ends policies and meets all Administrative Limitations policies.
2. Expend more funds than those allocated by the district unless authorized by the superintendent through utilization of available reserves or unless resources are made available through other legal means.
3. Fail to ensure that adequate fiscal controls and procedures are in place to meet appropriate financial safe guards and auditor requirements.
4. Fail to provide adequate and timely financial reports to the district fiscal officer.
5. Fail to keep the superintendent informed of changes to the financial conditions that will impact the budget.
6. Fail to protect entrusted school facilities and communicate to the superintendent future facility needs to achieve the mission of the district.
7. Fail to pursue alternative funding in pursuit of building's goals.
8. Fail to allocate resources where needed to achieve the Board's Ends policies and meet the expectations of the Administrative Limitation policies.
9. Fail to take reasonable and prudent actions to secure and protect district assets.
10. Expend funds that commit other district resources to short-term and/or long-term cost (e.g. power, network, maintenance, etc.) without approval of the impacted program supervisor or superintendent.

Adopted: May 28th, 2014

Monitoring Method: Internal Report and External Report

Monitoring Frequency: Annually in April

Educational Leadership

AL-5

Administrators/directors shall not fail to provide educational leadership for the staff they are responsible for in order to achieve the Board's Ends Policies.

Accordingly, administrators/directors may not:

1. Fail to project a strong image of instructional leadership to all stakeholders.
2. Fail to communicate an optimistic vision for the mission and the work of the district and public education.
3. Fail to possess and use up-to-date educational knowledge in the course of their work.
4. Fail to maintain and enhance his/her own educational knowledge through continuous learning.
5. Fail to maintain and consistently communicate that student achievement is the focus of district staff efforts.
6. Fail to research and utilize the best and most effective instructional practices as the foundation of their work as the top educational leader.
7. Fail to respond to the changing needs of students/parents in a positive and proactive manner.
8. Fail to ensure that a high quality curriculum is in place at all levels and that staff effectively use approved instructional materials to meet district, state and national standards that are approved by the Board.
9. Fail to provide appropriate professional development necessary for staff to use the approved instructional materials.

Adopted: May 28th, 2014

Monitoring Method: Internal Report and Direct Inspection

Monitoring Frequency: Annually in October

Staff Evaluations

AL-6

With respect to evaluation of employees, administrators/directors shall not fail to implement the approved evaluation system to measure employee performance in terms of achieving the Board's Ends policies and complying with the Administrative Limitations policies.

Accordingly, administrators/directors may not:

1. Fail to use and administer the district's evaluation system to:
 - a. Improve instruction.
 - b. Measure professional growth, development, and performance.
 - c. Document unsatisfactory performance as well as distinguished performance.
 - d. Assure that scheduled instructional time is used to students' maximum advantage.

2. Fail to follow approved evaluation process in the work to ensure an accurate and complete evaluation of each certified and classified employee they supervise.

Adopted: May 28th, 2014

Monitoring Method: Internal Report

Monitoring Frequency: Annually in June

School/Program Improvement Plans

AL-7

Administrators/directors shall not fail to produce an annual written School/Program Improvement Plans (S/PIP) that articulate the strategies, expected outcomes and responsible personnel that are being initiated and monitored for achieving the mission of the district.

Accordingly, administrators/directors may not:

1. Fail to develop and disseminate a formal written plan showing the strategies that will be implemented.
2. Fail to adequately monitor progress toward achievement of the district's mission.

Adopted: May 28th, 2014

Monitoring Method: Internal Report

Monitoring Frequency: Annually in August

Student Safety, Attendance, Conduct and Discipline

AL-8

Administrators/directors shall not fail to establish a school environment that is safe, civil, supportive, conducive to effective teaching and learning, and free from unnecessary disruption.

Accordingly, administrators/directors may not:

1. Fail to have in place comprehensive school safety plans and hold regularly scheduled safety drills and trainings to prepare for anticipated situations.
2. Fail to develop an age-appropriate student attendance plan and regularly monitor attendance patterns in order to maintain high student attendance rates.
3. Fail to adopt an age-appropriate, written, student conduct and discipline code that complies with state and federal laws, nor fail to:
 - a. Consult with staff, students, and parents in developing the code.
 - b. Follow procedures to prohibit the use of drugs, alcohol, or tobacco products on school property, at school-sponsored events, and on school buses.
 - c. Follow procedures to prohibit the presence of firearms or other dangerous weapons on school property, at school-sponsored events, and on school buses.
 - d. Ensure appropriate dress code that is enforced.
 - e. Ensure procedures are followed that afford students, parents, and school personnel equitable treatment and due process with regard to student conduct and discipline issues.
 - f. Follow procedures for student interrogations, searches, and arrests.
 - g. Follow procedures for written appeal to the superintendent from a decision to expel, suspend, or deny admission to a student.
 - h. Distribute the conduct and discipline code to each student.
 - i. Distribute to each student copies of any significant changes in the code, to include changes at the school level.
4. Fail to ensure that the code is enforced, nor fail to:
 - a. Take appropriate measures to eliminate student behavior that is deemed to be habitually disruptive of school operations or the learning process.
 - b. Identify students at risk of failure due to their conduct, and to provide for support services which may help them avoid such failure.
 - c. Discipline a special education student in accordance with the student's IEP.
 - d. Ensure that appropriate disciplinary information is communicated to staff members who have direct contact with the student being disciplined.

Adopted: May 28th, 2014

Monitoring Method: Internal Report

Monitoring Frequency: Annually in January

Student, Parent and Staff Feedback

AL-9

With respect to staying connected with stakeholders, administrators/directors shall not fail to ensure that students, parents and staff have ample opportunities to provide feedback.

Accordingly, administrators/directors may not:

1. Fail to regularly survey student perspectives about the quality of their learning experiences.
2. Fail to regularly survey parent perspectives on the learning experiences of their student(s).
3. Fail to regularly survey staff perspectives on the support they receive to create high quality learning environments for students.

Adopted: May 28th, 2014

Monitoring Method: Internal Report

Monitoring Frequency: Annually in February