

Section C: GENERAL SCHOOL ADMINISTRATION

Section C of the NEPN/NSBA classification system contains policies, regulations, and exhibits on school management, administrative organization, and school building and department administration, including the administrative aspect of special programs and system-wide reforms such as school- or site-based management. It also houses personnel policies on the Superintendent, senior administrators (management team), and school principals. All phases of policy implementation - procedures or regulations - are properly located in this section.

- **CA** Administration Goals/Priority Objectives
 - CAA** Evaluation of School Administration

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- CFH** Secondary School Administration
- CFHA** Middle School/Junior High School Administration
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- CG** Special Programs Administration
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- CGB** School-Based Child Care Programs Administration
- CGC** Adult Education/Lifelong Learning Programs Administration
- CGD** State and Federal Programs Administration

- CH** Policy Implementation
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- CHB** Board Review of Regulations (Also BGD)
- CHC** Regulations Communication
- CHCA** Handbooks and Directives
- CHD** Administration in the Absence of Policy

- CI** Temporary Administrative Assignments

- CJ** Administrative Intern Programs

- CK** Administrative Consultants

- CL** Research/Administrative Reports

- CM** School District Annual Report

- CN** Student Enrollment Unit Count Process

- CO** Designation of Directory Information

- CP** Notice of Rights

ADMINISTRATION GOALS/PRIORITY OBJECTIVES

The purpose of school administration in the Caesar Rodney School District is to help create and to foster an environment in which students can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to better instruction and more effective learning.

The function of administration will be to plan for, control, coordinate, supervise and direct the District in accordance with the purposes, policies, plans, procedures and programs authorized by the Board of Education. The administrative staff, working as a management team under the direction of the Superintendent of Schools, is charged with the responsibility of organizing and directing the professional and support staff of the District in order that the goals and objectives set forth by the Board might be achieved.

The Board of Education expects the administration to specialize in:

- The processes of effective decision-making and communication.
- The planning, organizing, implementing, and evaluating educational programs.
- The recruitment and development of professional and support staff who demonstrate the qualities important to the District.
- The demonstration of leadership.
- The development and maintenance of close working relationships and channels of communication within the school system and community.
- The implementation of the goals of the Board of Education.

Adopted: 1994

Caesar Rodney School District, Wyoming, Delaware

SCHOOL SUPERINTENDENT

The Superintendent of Schools shall also serve as the Executive Secretary to the Caesar Rodney School District Board of Education.

The Superintendent shall be responsible for the execution of the Board's policies, and overseeing District operations through the establishment of administrative regulations consistent with the Board's policies.

Adopted: 1994

LEGAL REFS.: 14 Del. C. §1091

CROSS REFS.: BD Organization of the School Board

SUPERINTENDENT POWERS AND RESPONSIBILITIES

The authority of the Superintendent of Schools will be ministerial in nature as an agent of the Caesar Rodney School District Board of Education.

The Superintendent is expected to inspire, lead, guide and direct every member of the administrative, professional and support staff in setting and achieving the highest standards of excellence, so that each individual student enrolled in the District may be provided with a complete, valuable, meaningful and personally rewarding education.

The Superintendent will administer the schools in conformity with the Board policies at all times.

The Superintendent will also follow whatever rules and regulations are in force in maintaining these policies.

The Superintendent will also follow all rules and regulations of the State of Delaware, the Department of Education, and the Federal government and its agencies.

Adopted: 1994

CROSS REFS.: BDD, Board-Superintendent Relationship

Caesar Rodney School District, Wyoming, Delaware

SUPERINTENDENT'S CONTRACT

The Board may appoint a Superintendent for a period of up to five years.

Established by Statute

Adopted: 1994

LEGAL REFS.: 14 Del. C. §1329

Note: The Superintendent's compensation, benefits, development opportunities, leave provisions, and other terms of employment are set forth in the contract between the Superintendent and the Board, and are periodically reviewed and adjusted at the time of the Superintendent's annual evaluation.

EVALUATION OF SUPERINTENDENT

It is the responsibility of the Caesar Rodney School District Board of Education to maintain and improve the quality of administration and instruction in the school system. Because the effectiveness of the Superintendent is an all-important factor in carrying out this responsibility, the Board will evaluate the Superintendent at least once each year, or in accordance with the terms of the Superintendent's contract with the Board.

Adopted: December, 1991

ADMINISTRATIVE ORGANIZATION

It is the Superintendent's responsibility to organize, reorganize and arrange the administrative and supervisory staff of the Caesar Rodney School District in a fashion, which in his/her judgment, best serves the interests of the District.

The organizational structure of the District shall be illustrated by a chart. The chart represents the direction of authority and responsibility. The chart shall be regarded as visual representation of contracted authority and responsibility for each line and staff position.

Adopted: July, 1992

ADMINISTRATIVE ORGANIZATION

The organizational chart shows lines of primary responsibility. As such, it is designed to be called upon when needed to clarify responsibilities in case questions arise. Missing are the dozens of criss-crossing lines of secondary responsibility and of communication and cooperation which characterize our District and are extremely important in the smooth operation of the program.

LINES OF RESPONSIBILITY

Principals are responsible for all personnel assigned to their school and are directly responsible to the Superintendent or a Director as assigned by the Superintendent for a specific responsibility.

All professional and support staff in each school are primarily responsible to the principal of that school.

Specialists who work in more than one school are responsible to the principal of the school in which they are working at a particular time.

Coordinators are primarily responsible to a Director as indicated on the chart. The functions of the coordinators are:

1. to stimulate growth in the ideas and skills of the special personnel whose services they coordinate;
2. to assist principals and classroom teachers to effectively use the ideas and skills of special personnel assigned to each school;
3. to suggest improvements in the system-wide pattern of services they coordinate.

Coordinators of instructional services will exercise no supervisory authority over personnel assigned to the school except as each principal specifically delegates to them.

Custodians are directly responsible to the principal of the building to which assigned, but custodial/maintenance services are under the technical direction of the Supervisor of Building and Grounds who is available to assist the principal.

Food service workers are directly responsible to the principal of the building to which they are assigned, but are under the technical direction of the Supervisor of Food Service who is available to assist the principal.

The Supervisor of Building and Grounds will visit schools regularly to check the quality of custodial work and the condition of the buildings as a whole. It is the responsibility of the Supervisor of Building and Grounds to establish uniform standards of building cleanliness, to submit reports to the principals and the business manager on the condition of the buildings and to give helpful suggestions and demonstrations. When building cleanliness drops below the acceptable standard, the Supervisor of Building and Grounds will study the causes and then confer with the building principal regarding recommendations for appropriate action. The same relationship will apply between the Supervisor of Food Service and the building principal.

Some persons may be assigned to more than one position in the administrative organization shown on the chart. As such persons perform the different functions of each separate position, they will be primarily responsible to the person shown in charge of each function.

Issued: December, 1994

LINE AND STAFF RELATIONS

The relationship between administrative, professional and support staff in the Caesar Rodney School District should be that of partners working together to provide the best possible learning situation for the students of the District.

Additionally, lines of authority should not in any way restrict the cooperative working relationships of all staff members at all levels. 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 school system.

Adopted: 1994

MANAGEMENT TEAM/SENIOR STAFF

In addition to the Superintendent, the persons assigned to these positions are considered the Caesar Rodney School District management team:

In addition to the Superintendent, the management team will consist of the Assistant Superintendent, Directors and Administrative Assistant positions as earned through the State of Delaware position entitlement policy.

Senior staff includes administrative staff, professional staff and support staff assigned to the District Office to assist the management team.

In the District, the principals have a unique working relationship with the management team and in many instances their responsibility and authority are equal. The management team assists the Superintendent in the evaluation of the principals.

The Superintendent maintains a direct line of responsibility/communication with the building principal. However, in those instances where direct involvement of a member of the management team is critical to effective administrating, the building principal works directly with the member of the management team to whom the responsibility and authority has been designated by the Superintendent.

Adopted: 1994
Revised: August, 2004
Revised: September 2011

EVALUATION OF MANAGEMENT TEAM

The Superintendent shall annually evaluate the members of the management team and report on said evaluation to the Caesar Rodney School District Board of Education on the evaluation.

The Superintendent shall arrange for an annual evaluation for members of the other administrative staff, professional staff and support staff assigned to the District Office.

The evaluation of the management team may be conducted using a common form or via a narrative assessment.

The evaluation of other administrative staff assigned to the district office will be on a common form.

The evaluation of professional staff assigned to the district office will be on forms provided by the Department of Education.

The evaluation of support staff assigned to the District Office will be on forms used for the evaluation of persons in similar positions throughout the District.

Adopted: 1994

CROSS REFS.: GCOC, Evaluation of Administrative Staff

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Caesar Rodney School District Board of Education authorizes the Superintendent to establish such permanent or temporary councils, cabinets and committees as he/she finds necessary for proper administration of Board policies and for the improvement of the total educational program.

All councils, cabinets, and committees created by the Superintendent will be for the purpose of obtaining the advice and counsel of District staff, and to aid in District communication. These groups function in an advisory capacity and make their recommendations through the Superintendent; however, they will not exercise any independent authority. Authority for establishing policy remains with the Board and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent, and may be changed at his/her discretion unless the membership, composition, and responsibilities of councils, cabinets, and committees are prescribed in Board policy, negotiated agreements, DOE regulations, or law.

Released time may be given to staff members who serve on designated groups, and expenses incurred for consulting services, materials, and investigative travel will be paid from the general fund of the District, but only when the expenses are within budgetary limits and have been approved in advance by the Superintendent.

Adopted: 1994

CONTRACT REF: CREA Negotiated Agreement

CROSS REFS.: ABA, Community Involvement in Decision Making
ABB, Staff Involvement in Decision Making
ABC, Student Involvement in Decision Making
BDF, Advisory Committee to the Board
IGA, Curriculum Development
KEC, Public Concerns/Complaints About Instructional Resources

Caesar Rodney School District, Wyoming, Delaware

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

Curriculum Cabinet and Councils

The Curriculum Cabinet will present to the Board of Education recommendations to assist in determining the direction for the basic instructional areas. The Cabinet shall be made up of the Council chairpersons and the principal facilitators. The Director of Instruction shall serve as the facilitator for the Cabinet. A curriculum issue before the Cabinet will not be recommended unless agreed to by three-fourths of the membership. Except for unusual circumstances, the Board of Education will not act on a curricular issue without providing time for the Cabinet to present a recommendation on the issue.

Parent Liaison Council

The Caesar Rodney School District Parent Liaison Council is comprised of representatives of the school site parent organization.

The Superintendent has established this council for the purpose of:

- assisting school site parent organizations meet their organizational goals, and
- providing leadership of school site parent organizations on opportunity to benefit from idea sharing, and
- providing school site parent organizations a process for passing on to the Superintendent of Schools, concerns, recommendations or ideas for study and review, and
- assisting in maintaining quality communication within the District.

The Committee is intended to be advisory to the Superintendent and as a means of providing District level support to school site parent organizations.

Reconsideration Committee

The Committee is established by the Board of Education and consists of membership including teachers, administrators, patrons and students.

The primary function of the Committee is to review public complaints about the curriculum and instructional materials and to provide advice to the Superintendent regarding such complaints.

A complainant who is not satisfied with the Superintendent's action with respect to the committee's recommendations may request that the Board of Education review the Superintendent's action.

This process is the only manner in which the Board of Education considers public complaints about the curriculum or instructional materials.

Issued: December, 1994

Caesar Rodney School District, Wyoming, Delaware

SCHOOL PRINCIPALS/BUILDING ADMINISTRATORS

Building Principals

The Caesar Rodney School District Board of Education holds the Superintendent of Schools responsible for the operation of the school buildings; however, while the Board and the Superintendent reserve the right to reject recommendations made by the building principals, the Board and the Superintendent recognize that the building principals have the management and leadership skills necessary to assume the responsibilities for the day to day operation of the schools.

There may be specific District operations located within a school building where space is available. These District operations will be administered by personnel specifically delegated with such authority.

Subject to the policies of the Board and to the directives issued by the Superintendent or the management team on behalf of the Superintendent, the principals shall have full control of the building and grounds, all pupils, teachers, operating personnel, and all activities carried on therein or thereon.

The building principal is directly reportable to the Superintendent of Schools or a member of the District management team if the Superintendent has so directed.

Assistant Principals

In order to assist the building principal in carrying out the responsibilities of the office, the Board may appoint one or more assistants to the principal, each of whom shall perform such duties as assigned by the principal subject to the policies of the Board and the regulations issued by the Superintendent.

The qualifications of an assistant principal shall be the same as those for the position of principal.

Adopted: 1994

CROSS REFS.: CCA, Organization Chart
GCAB, Administrative Staff Positions
CD, Management Team/Senior Staff

Caesar Rodney School District, Wyoming, Delaware

EVALUATION OF PRINCIPALS/BUILDING ADMINISTRATORS

Caesar Rodney School District principals and assistant principals shall be evaluated annually per the procedures established by the State Board of Education.

Adopted: 1994

CROSS REFS.: GCOC, Evaluation of Administrative Staff
CRSD Administrative Manual

POLICY IMPLEMENTATION

The policies adopted by the Caesar Rodney School District Board of Education and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system.

In the educational hierarchy, those in supervisory positions are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Continuous disregard for Board policy and administrative regulations may be interpreted as willful neglect of duty and may constitute grounds for dismissal.

Adopted: 1994

DEVELOPMENT OF REGULATIONS

The Caesar Rodney School District Board of Education delegates to the Superintendent the function of formulating regulations designed to carry out the policies of the Board.

These regulations will constitute the administrative regulations governing the schools.

The Board itself will strive to formulate and adopt regulations only when specific state or federal laws require Board adoption. However, the Board may also do so when the Superintendent recommends formal Board involvement in light of (a) the importance of a special regulation or set of regulations; (b) strong community interest or attitudes toward the regulation's topic; (c) the effect the regulation is expected to have on employees or students of the District.

While the Board wishes to be kept informed of regulations that are formulated to implement its policies, it will not formally review, change, or veto them unless they are, in the Board's judgment, contrary to the intent of established Board policy.

Adopted: 1994

CROSS REFS.: BG, Board Policy Development and subcodes

BOARD REVIEW OF REGULATIONS

The Caesar Rodney School District Board of Education shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated.

Such rules and detailed arrangements shall constitute the administrative regulations governing the schools. They must be in every respect consistent with the policies adopted by the Board.

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent.

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

Adopted: 1994

HANDBOOKS AND DIRECTIVES

In order that pertinent Caesar Rodney School District Board of Education policies, regulations, and school rules and procedures may be known by all staff members, parents, and students affected by them, District administrators and principals are granted authority to issue staff and student handbooks as necessary and desirable.

It is essential that the contents of all handbooks conform with District-wide policies and regulations. It is also important that all handbooks bearing the name of the District or one of its schools be of a quality that reflects credit on the District. Therefore, the Board expects all handbooks to be approved prior to publication by the Superintendent or Board when appropriate.

Copies of all handbooks prepared for parents and staff shall be made available to the members of the Board for informational purposes.

Adopted: 1994

ADMINISTRATION IN THE ABSENCE OF POLICY

If action must be taken, and the Caesar Rodney School District Board of Education has provided no guidelines in policy, the Superintendent has the power to act.

Such decisions of the Superintendent will be subject to Board review. The Superintendent will recommend, at a subsequent Board meeting, whether or not a policy should be written to cover similar incidents in the future.

Adopted: 1994

CROSS REFS.: BGA, Policy Development System

TEMPORARY ADMINISTRATIVE ASSIGNMENTS

To provide continuous administrative control in the Caesar Rodney School District, each principal will name a professional staff member to be in charge in the event the principal and assistant(s) are absent from the school. The acceptance of such positions by the individual is voluntary.

Whenever the principal leaves the school during the school day, he or she will inform the person who will be in charge, in addition to informing the school secretary. In case of absence of the principal from the community, the office of the Superintendent will be notified and given the name of the person to be in charge.

In the temporary absence of the Superintendent, the responsibility and authority to act for the District will fall to the Assistant Superintendent.

Adopted: 1994

ADMINISTRATIVE CONSULTANTS

When knowledge or technical skills are needed that cannot be provided by persons on the Caesar Rodney School District staff, consultant assistance may be considered. All consultants will be approved by the Superintendent.

Consultants who serve this District will exercise no authority over the work of the employees of the District, but will act only as advisors in the field in which they are qualified to offer assistance. All supervision of employees remains in the hands of those to whom such responsibility has been delegated by the Superintendent.

Authority to execute the routine agreements essential to the regular operation of in-service training, curriculum development, and other extra-duty assignments for both employees of the District and non-employees is delegated to the Superintendent.

Except as stated, a Board of Education approved consultant's agreement is a requirement for the employment of a consultant. Payment will not be made for work performed before such approval.

Adopted: 1994

File: CN

STUDENT ENROLLMENT UNIT COUNT PROCESS

The Caesar Rodney School District Board of Education authorizes the administration to conduct the annual student enrollment/unit count process in accordance with the provisions of the Delaware Code, Department of Education regulations, and established District and school procedures.

Adopted: October 19, 2004

Caesar Rodney School District, Wyoming, Delaware

DESIGNATION OF DIRECTORY INFORMATION

The Caesar Rodney School District shall, in its guidelines, specify what information it has designated as directory information. This designation is subject to periodic review and revision.

Adopted: November, 2004

DESIGNATION OF DIRECTORY INFORMATION

Notice of Caesar Rodney School District's designation of directory information and procedures for opting out of disclosure of said information is provided annually. This notice is included in the District's Activities Calendar and Student/Parent Handbook.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's educational record. However, the District may disclose appropriately designated "directory information" without written consent, unless the parent/guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from a student's educational record in certain school publications. Examples of those publications include:

- A playbill, showing the student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, showing weight and height of team members
- Newspapers

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a parent/guardian does not want the District to disclose directory information from a student's educational record without prior written consent, the parent/guardian must notify the District in writing each year. The District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Parent or lawful custodian's name and address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Image or likeness in pictures, videotapes, film or other medium
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance, dates of enrollment, withdrawal, re-entry
- Grade level
- The most recent educational agency or institution attended
- Other educational institution(s) attended
- Academic work intended for publication or display

Issued: September, 2004

Caesar Rodney School District, Wyoming, Delaware

NOTICE OF RIGHTS

The Caesar Rodney School District Board of Education assures that Notice of Rights under such laws as the Family Educational Rights and Privacy Act (FERPA), the No Child Left Behind Act (NCLBA), and the Pupil Privacy Rights Amendment (PPRA) shall be provided in accordance with District guidelines.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The school Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including a person serving on the School Board; a person or company with whom the school has contracted to perform a special task, such as attorney, auditor, medical consultant, or therapist; or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4650

Adopted: November, 2004

Caesar Rodney School District, Wyoming, Delaware