

ADMINISTRATION

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A CONCEPT OF ADMINISTRATION

The administration of this school system is responsible for the direction and coordination of students and staff in their efforts to reach educational goals adopted by the board within the guidelines established by board policy, civil law, and employee contracts.

To demonstrate leadership and to resolve problems and obstacles which arise both inside the school system and in its relations with the community, the board expects the administration to specialize in

1. Decision making and communication.
2. Planning, organizing, implementing, and evaluating.
3. Coordinating and guiding the various centers of power within the school system and the community so as to enable people to do things together for education that they might never be able to do separately.

ADMINISTRATION PRIORITY OBJECTIVES

Annually the Board shall work with the Superintendent to establish goals and objectives for the district for the ensuing school year.

The Superintendent and each administrator shall establish goals with specific objectives for each school year. These objectives shall reflect the priorities of the district as determined by the Board. The objectives shall be reasonable in number and shall indicate the proposed means of achieving time lines and means of evaluation or measurement.

SUPERINTENDENT OF SCHOOLS

The chief executive and administrative officer bears the title of Superintendent and reports to the Board of Education. The Superintendent will be generally responsible to the Board for the proper and efficient conduct and operation of all phases of activity of the Spring Lake Public Schools. The execution and implementation of all policies and decisions made by the Board concerning the internal operation of the school system, as well as those actions required by state law of the State Department of Education, are delegated to the Superintendent.

I. DUTIES

The Superintendent of Schools shall:

1. Serve as the executive officer of the Board of Education and shall be responsible for executing the adopted policies of the Board of Education.
2. Administer the schools in accordance with statutory law, requirements prescribed by the department of education, and with the policies adopted by the Board of Education.
3. Be responsible for developing administrative procedures and regulations for implementing and putting into effect the policies of the Board of Education.
4. Attend all meetings of the Board of Education unless specifically excused by the Board of Education.
5. In cooperation with the president of the Board, prepare an agenda for all meetings of the Board.
6. Constantly appraise the educational program in terms of board policies, curriculum, and funds provided, keeping the Board of Education informed and making recommendations for the improvement of the program.
7. Be responsible for the preparation of the budget—presenting it to the Board for adoption, and administering the budget as adopted by the Board.
8. Counsel with the Board of Education in determining standards of qualifications for administrative positions in the system.
9. Recommend to the Board of Education all administrative, instructional, and non-instructional personnel for employment, transfer, promotion, demotion, or dismissal.
10. Assign instructional and non-instructional personnel.
11. Be responsible for the development of orientation and inservice education of instructional and non-instructional staff members.
12. Recommend for adoption all textbooks and supplemental instructional materials.
13. Sign on behalf of the Board of Education all contracts approved by the Board for issuance to employees.
14. Maintain an accounting procedure adequate to record in detail all transactions affecting the acquisition, custodianship, and the disposition of moneys and credit, including cash receipts and disbursements.
15. Maintain good public relations with the school community.
16. Delegate to subordinate officers such functions as may seem desirable. When functions are delegated, the Superintendent shall retain responsibility for actions of subordinate officers.
17. Work with the Board to do long range planning and policy development.
18. Prepare and present an annual report to the Board. In the event the Superintendent leaves the district he/she shall present such a report prior to final payment.

19. Present any staff reports to the Board upon their request.
20. Perform such other duties as the Board of Education may require.

II. Qualifications

The Superintendent shall have:

1. The general qualifications of a teacher in Michigan.
2. Earned a Master's Degree and at least an Administrative Specialist Degree in School Administration or its equivalent in acceptable graduate work from an accredited school.
3. Completed a minimum of five (5) years' school administration experience, as well as classroom experience.
4. Earned eligibility for Superintendent Certification from the State of Michigan.
5. Demonstrated ability as an educational leader and administrator.
6. Must be adaptable and capable of maintaining cordial relationships and cooperative dealings with school and village officials.

RECRUITMENT AND APPOINTMENT OF THE SUPERINTENDENT**Recruitment**

When a vacancy in the Superintendency occurs, the Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet state requirements, requirements of the appropriate accrediting agency and qualifications established by the Board of Education. Candidates must display the ability to successfully assume the responsibilities and duties of the Superintendent.

Applications from qualified candidates within the school system will be considered along with applications from candidates outside the system. Should a candidate from within the system be deemed by the Board to be an outstanding candidate for the position, the Board may appoint such person without further recruitment.

Applications for the superintendency shall be screened and those candidates which appear to be most promising shall be interviewed. The Board may, at its option, utilize consultant services available through the state universities, other institutions or organizations, or private sources in the recruitment of candidates and screening of applications.

All applications shall be accompanied by a request indicating whether or not the candidate wishes to have his/her application reviewed and screened in private. Except as requested by candidates, the Board shall review and screen applications in a closed session. All interviews with candidates conducted by the Board shall be held in open session.

Appointment

The Superintendent shall be appointed by a majority vote of the Board for a term not to exceed three years. The Superintendent's appointment shall be secured through a written contract as provided by law, which shall state the term of the contract, compensation, benefits and other conditions of employment. Annually, prior to April 1, the Board shall consider the contract of the Superintendent and may adjust the salary. The Board may extend the contract for an additional period. However, such action may not extend the total length of the contract for more than three years.

It shall be the policy of the Board to exclude the Superintendent from attaining tenure in position, or in any other administrative position he/she may hold in the district.

The Board subscribes to the Code of Ethics developed jointly by the Michigan Association of School Boards and the Congress of School Administrators in its relationship with the Superintendent, including procedures for the consideration of nonrenewal of the Superintendent's contract. In case of nonrenewal, the Board shall give the Superintendent such notification in writing at least ninety days prior to the expiration of his/her contract.

LEGAL REF: General School Laws 380.147

SUPERINTENDENT'S DEVELOPMENT OPPORTUNITIES

The Board of Education shall offer the Superintendent encouragement and assistance for his/her own professional development. So that the Superintendent may better keep the Board and staff informed of new and promising educational developments, the Board shall encourage him/her to attend educational conferences, seminars, workshops and other professional meetings; visit other school systems and use other means to keep abreast of modern educational thought and practice.

The annual budget shall provide an allocation for the Superintendent's attendance at educational meetings. The Superintendent shall be authorized to attend those conferences, workshops and seminars which in his/her judgment shall be of greatest value to the school district within the limitations provided in the budget and/or limitations specifically placed on such attendance from time to time by the Board.

The Board of Education will reimburse the Superintendent for actual and necessary expenses to attend such meetings. Expenses for the Superintendent's spouse shall not be approved.

To be reimbursed for such expenses, the Superintendent shall file with the business office an expense voucher as established for all school personnel, along with supporting bills or evidence of expenditures.

The Superintendent shall be subject to the same controls regarding expenses as are established for all employees.

LEGAL REF: Michigan School Laws, 380.1254;
Attorney General's Opinion No. 5272

CROSS REF: File DLC (Reimbursement of Expenses)

LINE AND STAFF RELATIONSHIPS

The Board desires that the Superintendent establish a clear understanding on the part of all personnel of the working relationships in the school system.

The Central Office administrative staff is responsible for overall system-wide educational leadership and for coordinating the educational program within policy established by the Board. All system-wide services emanate from the Central Office. All official system-wide committees, councils, and coordinating groups shall be based in the Central Office.

The line of authority from the Central Office to the schools is through the principals.

The principal of each school is the responsible administrator in the building. All personnel, both professional and classified, who work in the school either on a full- or part-time basis are responsible administratively to the principal. All contacts with personnel, professional or classified, are made through the principal's office.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer 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.

It is expected that the established lines of authority will serve most purposes, but all personnel shall have the right to appeal any decision made by an administrative officer through procedures established by Board policy. It is also expected that employees will not turn to any outside sources until all internal avenues are exhausted.

LINE AND STAFF RELATIONSHIPS

Relationships with Department Heads

The department chairperson is responsible for all assigned supervisory and administrative duties. In this regard, the chairperson acts as a liaison between the building principals and the department in discussions and planning and executes directives from the Superintendent of Schools.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES
(Central Office and Building Administrators)

The Board shall encourage administrative personnel to attend professional conferences, workshops, seminars and related activities in the performance of such necessary and required services as are in the best interest of the district and shall include funds for this purpose in the annual budget.

The Superintendent shall determine whether the proposals are within the budget approved for such purposes and review potential impact on the district. In cases of timing and appropriateness, the Superintendent shall make the final decision.

To be reimbursed for expenses, the administrator shall file with the business office an expense voucher as established for all school personnel, along with supporting bills of expenses.

LEGAL REF: General School Laws, 380.1254

CROSS REF: File DLC and DLC-R (Reimbursement for Expenses)

CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board or by state law, or both.

It is the intent of the Board to activate a sufficient number of such positions to promote the attainment of our schools' goals.

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

When necessary to terminate employment of an administrator, the district will comply with all state laws.

The Board wishes the Superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

ADMINISTRATIVE COUNCILS

The Board of Education authorizes the Superintendent to establish permanent and temporary councils, cabinets and/or committees which he/she deems necessary for proper administration of Board policies and to effectively implement the management team concept.

All councils, cabinets and committees created by the Superintendent shall be for the purpose of obtaining to a maximum degree the professional advice and council of the personnel of the district.

The number, composition and work done by such cabinets, councils and committees shall be defined by the Superintendent and may be changed at his/her discretion.

Reports of administrative council meetings shall be presented to Board members for their information as the Superintendent deems necessary.

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY

The Board encourages the Superintendent to seek its counsel with respect to needed decisions based upon policy when the subject is controversial. In cases where emergency action must be taken within the school system and where the Board has provided no guides for administrative action, the Superintendent shall have power to act, but his decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and the need for policy.

HIGH SCHOOL PRINCIPAL

It is expected that all administrators and supervisors will perform the duties of their positions to the best of their ability, maintaining the policies and programs established by the Board of Education.

Specific job descriptions will be maintained in the personnel office and may be reviewed periodically by the Board of Education. If any major changes in administrative responsibilities are made, they would first be discussed by all administrators affected by the change.

I. GENERAL RESPONSIBILITIES

The high school principal has the responsibility to direct, guide, and coordinate all aspects of the secondary educational program.

II. SPECIFIC RESPONSIBILITIES

The high school principal shall:

- A. Administrate student discipline in grades 9 through 12.
- B. Assist in the improvement of curriculum and instruction in grades 9 through 12.
- C. Evaluate the professional staff in grades 9 through 12.
- D. Interpret school district goals and objectives to students, teachers, administrators, and community.
- E. Develop and administrate the high school budget.
- F. Coordinate the media and guidance department.
- G. Develop and implement an effective program of public relations.
- H. Supervise substitute teachers in grades 9 through 12.
- I. Organize and coordinate the graduation ceremony.
- J. Coordinate vocational education opportunities for high school students.
- K. Supervise the physical plant operations and assign custodial duties with the chief of plants as necessary in the high school.
- L. Represent the school district at required events and meetings.
- M. Develop and administrate the school's master schedule.
- N. Supervise the administration of the grade reporting system.
- O. Organize and coordinate enrollment and child accounting procedures.
- P. Maintain the school's standards, prepare all assigned reports, and comply with all state guidelines relating to the school operation.
- Q. Ensure that the superintendent of schools is kept completely and continuously informed as to school activities, the condition of the high school, and any student or personnel injuries, concerns, or problems.

- R. Develop and maintain a viable and visible communications system with and between the high school staff, with support personnel, with advisory council members, and with community members.
- S. Complete any other assignment deemed necessary by the superintendent of schools.
- T. Hire new staff members.
- U. Oversee the school improvement process by chairing the school improvement committee.

MIDDLE SCHOOL PRINCIPAL

It is expected that all administrators and supervisors will perform the duties of their positions to the best of their ability, maintaining the policies and programs established by the Board of Education.

Specific job descriptions will be maintained in the personnel office and may be reviewed periodically by the Board of Education. If any major changes in administrative responsibilities are made, they would first be discussed by all administrators affected by the change.

I. GENERAL RESPONSIBILITIES

The middle school principal has the responsibility to direct, guide, and coordinate all aspects of the middle school's educational program.

II. SPECIFIC RESPONSIBILITIES

The middle school principal shall:

- A. Administrate student attendance and discipline procedures in grades six through eight.
- B. Assist in the improvement of curriculum in grades 6 through 8.
- C. Organize and publish the student handbook.
- D. Resolve middle school problems involving teachers, students, administrators, and community members.
- E. Represent the school district at appropriate events and assigned meetings.
- F. Develop and administer the middle school budget.
- G. Work cooperatively with the senior high principal in areas of mutual interest.
- H. Develop and implement an effective program of public relations.
- I. Evaluate the professional staff in grades 6 through 8.
- J. Supervise substitute teachers in grades 6 through 8.
- K. Interpret school district goals and objectives to students, teachers, administrators, and community.
- L. Organize and coordinate the enrollment and child accounting procedures.
- M. Maintain the school's standards, prepare all assigned reports, and comply with all state guidelines relating to the school operation.
- N. Ensure that the superintendent of schools is kept completely and continuously informed as to school activities, the condition of the junior high school, and any student or personnel injuries, concerns, or problems.

- O. Supervise the physical plant operations and assignment of custodial duties with the chief of plants as necessary in the junior high school.
- P. Develop and maintain a viable and visible communications system with and between the junior high staff, with support personnel, with advisory council members, and with community members.
- Q. Hire new staff members.
- R. Oversee the school improvement process by chairing the school improvement committee.

ELEMENTARY SCHOOL PRINCIPAL

It is expected that all administrators and supervisors will perform the duties of their positions to the best of their ability, maintaining the policies and programs established by the Board of Education.

Specific job descriptions will be maintained in the personnel office and may be reviewed periodically by the Board of Education. If any major changes in administrative responsibilities are made, they would first be discussed by all administrators affected by the change.

I. GENERAL RESPONSIBILITIES

- A. The elementary school principal is directly responsible to the Superintendent of Schools
- B. It is the elementary school principal's function to plan, direct, and coordinate the program of instruction according to the policies and curriculum of the Spring Lake Public Schools

II. SPECIFIC RESPONSIBILITIES

The elementary school principal shall:

- A. Define and clarify policy, program, and philosophy to staff and community.
- B. Serve as liaison between staff and central office, school, and community.
- C. Plan teachers' and parents' meetings to provide opportunity to study new programs, discuss and exchange ideas and experiences relative to current school needs.
- D. Supervise the operation of physical facilities to insure safety, good working conditions, and general welfare of children and personnel.
- E. Provide equipment and materials needed to carry out program.
- F. Supervise pupil placement for instruction.
- G. Arrange for special services in related areas and schedule supportive staff.
- H. Schedule school and related community programs.
- I. Consult and plan with teachers, students, and parents.
- J. Provide inservice training and encourage the study and use of research.
- K. Suggest the use of supplementary instructional materials and community resources.
- L. Counsel with parents, teachers, and students.
- M. Utilize school special services consultants.
- N. To recommend or make referral to supportive agencies when needed.
- O. Develop effective school and community relations.
- P. Facilitate the change in curriculum and instruction, especially as it relates to district level goals and initiatives.

- Q. Carry out any other assignments deemed necessary by the Superintendent of Schools.
- R. Prepare and present an annual report to the Board and Community.
- T. Hire new staff members.
- U. Oversee the school improvement process by chairing the school improvement committee.

COMMUNITY EDUCATION DIRECTOR

It is expected that all administrators and supervisors will perform the duties of their positions to the best of their ability, maintaining the policies and programs established by the Board of Education.

Specific job descriptions will be maintained in the personnel office and may be reviewed periodically by the Board of Education. If any major changes in administrative responsibilities are made, they would first be discussed by all administrators affected by the change.

I. BROAD FUNCTIONS

- A. Under the supervision of the superintendent of schools, the community school director administers all aspects of the community school program.
- B. He/she is responsible for organizing and coordinating the community school program, grants, assessment programs, and other responsibilities as assigned by the superintendent of schools.

II. DUTIES AND RESPONSIBILITIES

- A. Overall direction of the community school program.
 - 1. Directs the entire community school program.
 - 2. Supervises and originates committees to study and make recommendations to the superintendent of schools.
 - 3. Interprets in cooperation with other administrators system-wide needs and opportunities.
 - 4. Coordinates the development of publications for improving understanding and knowledge of the community school program.
- B. Coordinates in-service programs for members of the instructional staff.
 - 1. Assists in planning and coordinates the program of in-service courses, workshops, and training meetings in cooperation with building principals.
 - 2. Coordinates activities that utilize professional training opportunities offered by colleges and universities.
- C. Promotes good public relations.
 - 1. Maintains contact with the local community for interpretation of the community school program and the community-wide planning .
 - 2. Encourages publication of community school information.
- D. Maintains membership and active participation in civic and professional organizations.
- E. Performs such additional duties as may be delegated to him/her by the superintendent of schools.
- F. Hires new staff members.

III. AUTHORITY

The director of the community school program reports directly to the superintendent of schools. A lateral relationship exists to the other members of the administrative group in matters relating to position responsibilities .

In matters relating to community school programs, he/she may exercise discretion subject to subsequent approval of the superintendent of schools.

ATHLETIC DIRECTOR

It is expected that all administrators and supervisors will perform the duties of their positions to the best of their ability, maintaining the policies and programs established by the Board of Education.

Specific job descriptions will be maintained in the personnel office and may be reviewed periodically by the Board of Education. If any major changes in administrative responsibilities are made, they would first be discussed by all administrators affected by the change.

I. General Responsibilities

The director of athletics shall serve as the superintendent's immediate assistant in the continual development of a well-rounded athletic program for the Spring Lake Public Schools.

He is responsible for the supervision and administrative duties of the Athletic Department.

II. Specific Responsibilities

The athletic director shall:

- A. Be the coordinator of the Inter-Scholastic Athletic Program.
- B. Implement athletic standards established by the State Department of Education, MHSAA, and the Spring Lake Board of Education.
- C. Assist the superintendent and secondary principals with the recruitment and evaluation of athletic coaches.
- D. Be responsible for the continuing evaluation of a philosophy of the athletic program which is non-discriminatory and fair to all participants.
- E. Acquire from coaches budget requests and set up a yearly budget to be submitted to the superintendent and Board of Education for approval prior to June 1.
- F. Secure bids for equipment of substantial cost.
- G. Be responsible for the initiation of purchase orders for equipment.
- H. Hire new staff members.
- I. Be responsible for the scheduling of all inter-scholastic athletic events.
- J. Coordinate practice sessions, the dispersement of equipment and eligibility reports.
- K. Provide for and enter into contracts with a required amount of officials for events.
- L. See to it that facilities are available and equipment properly set up for all inter-scholastic athletic events; this shall include clean facilities for visiting teams and officials.
- M. Be responsible for making provisions for the transportation of athletic teams for away contests.
- N. Provide the Board of Education reports of receipts and expenditures.

- O. Attend meetings for athletic directors of the league and attend area athletic directors' meetings (these meetings are not to interfere with teaching and/or administrative duties.)
- P. Be responsible for the development of guidelines for athletic coaches.
- Q. Be responsible for making sure that provisions for the Athletic Code of Conduct are met and maintained.
- R. Make sure that when there has been a violation of the Code of Conduct that prescribed action is taken.
- S. Be responsible for the ordering of athletic awards and for presiding over award assemblies.
- T. Arrange for athletic insurance with board approval according to options available and see that premiums are collected, paid, and that claims are settled.
- U. Make recommendations to the superintendent on matters that deal with athletics and/or the administration of the athletic program.
- V. Be responsible for calling and conducting coaches' meetings.
- W. Attend and/or insure for proper supervision of all home athletic contests.
- X. Be responsible for the development of a sound ongoing public relations and public information program on Spring Lake Athletics.
- Y. Be ready to assume additional assignments at the discretion of the superintendent of schools.

POLICY AND REGULATIONS SYSTEMS

The Board of Education shall exercise the policy-making and appraisal functions in providing public education for the citizens of the school district of Spring Lake. The Board shall delegate to its executive officer—Superintendent of Schools—the responsibility for placing its policies into operation.

Policy Making

The Board of Education in its policy-making function shall determine what shall be done, elect an executive officer—Superintendent of Schools—who is responsible for carrying out policies, provide the financial means for the operation of public education in the district.

Policies constitute a “guide for discretionary action.” They constitute a framework within which the schools are administered. Policies tend to set precedents for future action.

The superintendent functions within the established guidelines set up by the Board of Education. Administrative rules are sometimes developed for specific required action. Such conditions may not be covered by school board policies and are subject to periodic changes when conditions warrant.

Bylaws are rules for the Board of Education, and are not a part of policy. They are rules for the Board’s relation with itself.

Appraisal Function

The Board of Education with input from administrative staff shall appraise the effectiveness of its policies in terms of the efficiency of operation of the school system, and of their worth and value in improving the educational program provided for the youth and citizens of the community.

ADMINISTRATIVE REGULATIONS

In order to clarify and define the manner in which the policies of the Board of Education will be implemented, Administrative Regulations will be adopted from time to time. Administrative Regulations will be prepared, adopted, preserved and reviewed as follows:

Preparation

Administrative regulations shall be prepared under the direction of the Superintendent. They shall be consistent with the policies adopted by the Board and shall be submitted to the Board for comment and for their information.

Adoption

Whenever practicable, an administrative regulation shall not be made effective until after it has been reviewed by the Board. The Board may adopt administrative regulations when required by law, or upon the recommendation of the Superintendent whenever community attitudes or staff or student reaction indicates the desirability thereof.

Preservation

The administrative regulations shall be coded similarly to the policies they implement and shall be included in the appropriate section of the policy manual.

Review

The Superintendent shall cause the administrative regulations to be reviewed not less frequently than the policies implemented thereby.

LEGAL REF: General School Laws, 380.1300

ADMINISTRATIVE RULES

Rules Adoption

All administrative rules/regulations or procedures which originate from the administrative staff must be approved by the superintendent before adoption, modification, or disapproval. All administrative rules/regulations or procedures recommended by the superintendent shall be reviewed but need not be approved by the administrative staff before implementation.

Rules Dissemination

Copies of administrative rules/regulations or procedures shall be given to those employees who play a role in enforcing the rules or who will be affected by the rule changes.

Rules Review

In those instances where administrative rules have been adopted by the Board, they shall be subject to continuous review by the Board and the district's administrative staff.

ADMINISTRATIVE RULES

No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules/regulations or procedures may be submitted to the Board's attorney for a legal interpretation before being submitted to the Board for review.

BUILDING RULES AND REGULATIONS

Building principals and their staffs are authorized to develop and disseminate rules and regulations which specifically apply to their buildings. Such rules and regulations must comply in all respects with Board of Education policy and should be submitted to the Superintendent for approval.

Student handbooks will be presented to the Board for approval at the beginning of each school year. Upon approval, the handbook becomes a part of Board policy.

LEGAL REF: General School Law, 380.1300

LINE AND STAFF RELATIONSHIPS

The Central Office administrative staff is responsible for overall system-wide educational leadership and for coordinating the educational program within policy established by the Board. All system-wide services emanate from the Central Office. All official system-wide committees, councils, and coordinating groups shall be based in the Central Office.

The line of authority from the Central Office to the schools is through the assistant superintendent and principals.

The principal of each school is the responsible administrator in the building. All personnel, both professional and classified, who work in the school either on a full- or part-time basis are responsible administratively to the principal. All contacts with personnel, professional or classified, are made through the principal's office.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

Public Records

Where a social security number is contained within a document subject to FOIA release, the social security number shall be redacted.

Information Collected

Social security numbers should only be collected where required by federal or state law or where needed for legitimate business or educational purposes.

Whenever the District collects a social security number, the District shall inform the individual of the purpose for the collection, the intended use, whether the law requires the number to be provided, and the consequences of not providing the number.

Public Display

Social security numbers shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, or any other materials or documents widely seen by others.

Documents, materials, or computer screens that display social security numbers or other sensitive information shall be kept out of public view at all times.

Social security numbers shall not be required for employees to gain access to the Internet or District network.

Mailed or Transmitted Documents

Documents containing social security numbers shall only be sent where permitted by state law.¹ Documents containing social security numbers that are sent through the mail shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

Social security numbers shall not be sent through e-mail unless the connection is secure or the number is encrypted, and no individual shall be required to send his social security number through e-mail unless the connection is secure or the number is encrypted

¹ A social security number may be included in a mailed document where: 1) It is sent as part of an application or enrollment process initiated by the individual. 2) It is sent to establish, confirm the status of, service, amend, or terminate an account, contract, employee, or health insurance benefit - or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit. 3) It is contained in a public record and is mailed in compliance with the freedom of information act. 4) It is a copy of a vital record, which was recorded according to law, and is mailed to a person entitled to receive that record. 5) It is mailed by, or at the request of, an individual whose social security number appears in the document or information or his or her parent or legal guardian.

Telephonic Communications

District employees shall not disclose any social security number over the telephone or leave a voice mail message disclosing any social security number. If a social security number must be faxed, the Fax message shall be accompanied by a transmittal sheet, which includes the District's name, a "Confidential Notice" stating that the information included is intended to be privileged and confidential, and that it is only intended for the use of the individual or entity named on the transmittal sheet.

Access to Social Security Numbers

Only those persons authorized by the Superintendent or the designated District Privacy Official shall have access to social security numbers or other sensitive information. Under no circumstances will any student have access to social security number information for either students or staff.

Storage and Disposal

All documents or files that contain social security numbers or other sensitive information shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Documents or other materials that contain social security numbers or other sensitive information shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding. When erasing social security numbers or sensitive information from computers, it shall be ensured that the information is erased completely.

Improper Disclosures

Any individual who suspects that an improper disclosure of a social security number has been made shall inform the Superintendent or District Privacy Official. If the Superintendent suspects that an improper disclosure has been made, he/she shall contact the appropriate authorities.

Accountability

Any person who fails to comply with the District's Privacy Policy shall be subject to appropriate discipline as determined by the Superintendent or his/her designee.

LEGAL REF: MCL 445.81 (Michigan Social Security Number Privacy Act); 18 USC 1028;
5 USC 552a (The Privacy Act of 1974); Public Act 454 of 2004

APPROVAL OF HANDBOOKS AND OTHER PUBLICATIONS

In order that pertinent Board policies, rules/regulations, or procedures may be known by all staff members and students, district administrators are granted authority to issue staff and student handbooks.

APPROVAL OF HANDBOOKS, DIRECTIVES, AND OTHER PUBLICATIONS

It is essential that the contents of all handbooks conform with district-wide policies; 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. All handbooks will be approved by the Superintendent prior to publication.

The Superintendent shall approve the publication of all curriculum guides, manuals, handbooks, and pamphlets and similar book-type publications that are directive in nature.

Board approval shall be obtained for all rules/regulations or procedures which might involve litigation.

The Superintendent shall use his judgment as to whether other specific handbooks or publications need Board approval; however, all handbooks published are to be made available to the Board for informational purposes.