

## **SECTION C**

### **GENERAL SCHOOL ADMINISTRATION**

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## **ADMINISTRATION GOALS**

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

The Superintendent 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 appropriate administrator, and, where appropriate, by the Superintendent and Foxborough School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the Foxborough 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 schools to operate effectively, each administrator will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

Policy adopted: 3-24-08

## **SCHOOL SUPERINTENDENT**

The Foxborough School Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Foxborough School Committee may determine. He/she shall also prepare such reports as may be required by the State Department of Education and shall submit materials for the Foxborough School Committee's annual report to the Selectmen in sufficient time for printing in the annual report.

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

Policy adopted: 3-24-08

## **SUPERINTENDENT'S CONTRACT**

The Foxborough School Committee, upon the election of a candidate or upon reelection of the incumbent Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Foxborough School Committee and the Superintendent.

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

Policy adopted: 3-24-08

## **EVALUATION OF THE SUPERINTENDENT**

Through evaluation of the Superintendent, the Foxborough School Committee will strive to accomplish the following:

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

The Committee agrees to evaluate the Superintendent, in writing, once during each fiscal year using the Massachusetts Educator Evaluation System and the Model System for Educator Evaluation developed, and which may be updated from time to time, by the MA Department of Elementary and Secondary Education.

The Committee will discuss and review the Superintendent's job performance, in accordance with the Massachusetts Educator Evaluation System, with the Superintendent once annually in open session. School Committee members may contribute to the Superintendent's annual evaluation only if they have served on the Committee for the majority of the contract year.

LEGAL REF.: M.G.L. c. 71, § 38  
M.G.L. c150E  
603 CMR 35.00

Policy adopted: 3-24-08  
Policy revised: 6-16-14

## **LINE AND STAFF RELATIONS**

The Foxborough School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Policy adopted: 3-24-08

## **ADMINISTRATIVE COMMITTEES**

The Superintendent may establish such permanent or temporary 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 administrative committees created by the Superintendent may make recommendations for submission to the Foxborough School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Foxborough School Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative committees will be defined by the Superintendent and may be changed at his/her discretion. However, the Foxborough 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.

Policy adopted: 3-24-08

## **POLICY IMPLEMENTATION**

The Superintendent has responsibility for carrying out, through regulations, the policies established by the Foxborough School Committee.

The policies developed by the Foxborough School Committee and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all school employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and regulations and for seeing that they are implemented in the spirit intended.

Policy adopted: 3-24-08



## **DEVELOPMENT OF PROCEDURES**

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

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by them, 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 Foxborough School Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Foxborough School Committee approval.

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

Policy adopted: 3-24-08

## **SCHOOL COMMITTEE REVIEW OF PROCEDURES**

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the Foxborough School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Foxborough School Committee.

The Foxborough School Committee may review the procedures developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the Foxborough Public Schools, but it will revise or veto such procedures only when, in the Foxborough School Committee's judgment, they are inconsistent with policies adopted by the Foxborough School Committee.

The Foxborough School Committee will not officially approve procedures except as required by state law, or in cases when strong community attitudes or possible student or staff reaction make it necessary or advisable for a procedure to have the Foxborough School Committee's advance approval.

### **Rules Pertaining to Staff and Student Conduct**

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. All changes to these handbooks will be reviewed and approved annually by the Foxborough School Committee.

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

Policy adopted: 3-24-08

## **PROCEDURES DISSEMINATION**

It will be the responsibility of the Superintendent to see that the procedures developed to implement Foxborough School Committee policies and administer the school system are appropriately coded and included as procedures in the Foxborough School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

Policy adopted: 3-24-08

## **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 Foxborough School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the Foxborough School Committee expects handbooks requiring approval by the Superintendent and the Foxborough School Committee prior to publication.

Foxborough School 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 Foxborough School Committee-approved policy or regulation. The Superintendent will use his/her judgment as to whether other specific handbooks need Foxborough School Committee approval; however, all handbooks published will be made available to the Foxborough School Committee for informational purposes.

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

Policy adopted: 3-24-08

## **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, and 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.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

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

Policy adopted: 3-24-08

**ADMINISTRATION IN POLICY ABSENCE**

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

Policy adopted: 3-24-08

## **ADMINISTRATIVE REPORTS**

The Foxborough School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Foxborough School Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all required statistical and other information.

Policy adopted: 3-24-08

## **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 and presented to the Foxborough School Committee. Upon Foxborough School Committee approval, the report will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education and others of the programs and conditions of the town's public schools.

Established by law and Foxborough School Committee policy

LEGAL REFS.: M.G.L. 72:4

Policy adopted: 3-24-08