

CHAPTER 3

GENERAL SCHOOL ADMINISTRATION

TABLE OF CONTENTS

3:10	Goals and Objectives
3:30	Line and Staff Relations Chain of Command Clarification
3:40	Superintendent <ul style="list-style-type: none">• Duties and Authority• Qualifications• Evaluation• Compensation and Benefits Superintendents Personal Business Leave AP-Personal Business Leave Application
3:50	Administrative Personnel Other Than the Superintendent <ul style="list-style-type: none">• Duties and Authorization• Qualifications• Evaluation• Administrative Work Year• Compensation and Benefits Principals Personal Business Leave AP-Personal Business Leave Application
3:60	Administrative Responsibility of the Building Principal Exhibit - Reporting Requirements for Building Principals Concerning School Safety and Security
3:70	Succession of Authority Succession Plan

Goals and Objectives

The administrative staff's primary functions are to manage the School District and to facilitate the implementation of a quality educational program. The administrative staff is responsible for:

1. effectively and efficiently managing the District's programs and buildings;
2. providing educational expertise;
3. developing and maintaining channels for communication between the school and community;
4. developing an administrative procedures manual implementing School Board policy;
5. planning, organizing, implementing, and evaluating educational programs; and
6. meeting or exceeding student performance and academic improvement goals established by the School Board.

LEGAL REF.: 105 ILCS 5/10-21.4 and 5/10-21.4a.
23 Ill. Admin. Code ss 1.210.

CROSS REF.: 6:10

Date Est.: _____
Date Revised: _____ June 18, 2002 _____

Line and Staff Relations

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations.

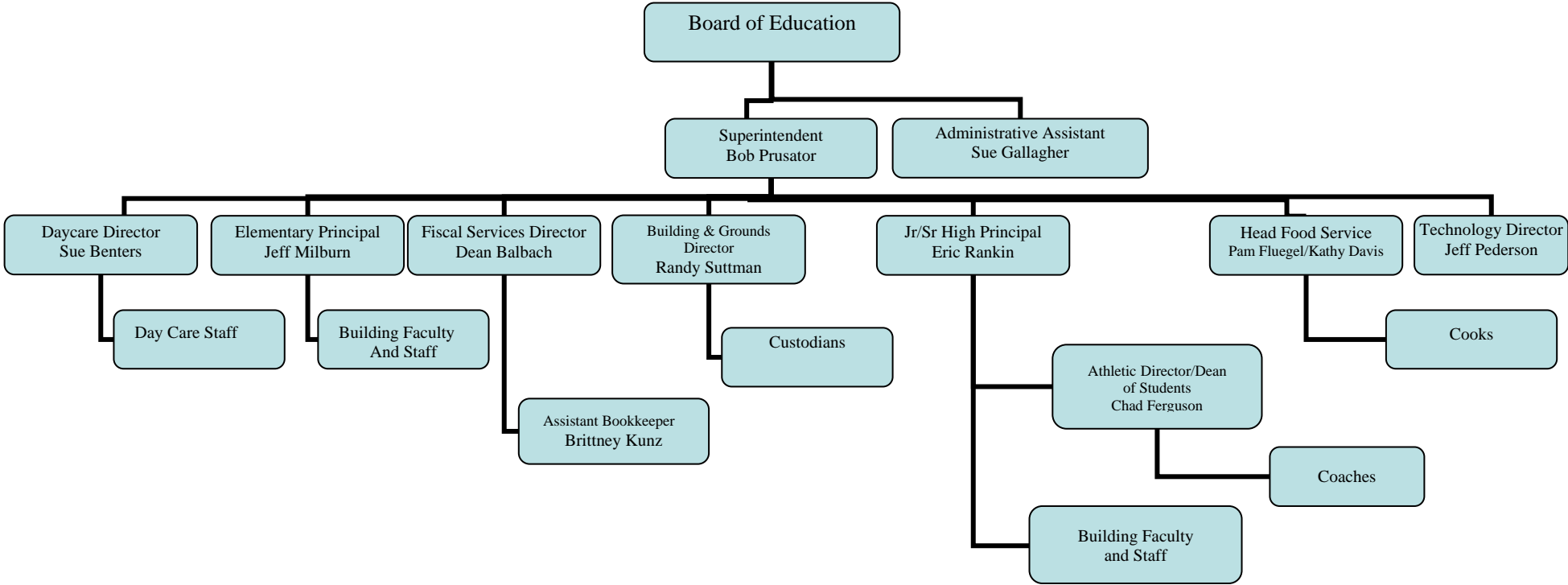
All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility must be clear.

CROSS REF.: 2:140, 8:110

Date Est.: Historical
Date Revised: June 18, 2002

Dakota Community School District #201
 Organizational Chart
Chain of Command Clarification

A staff member working within a building is *responsible* to the *building principal* during the time she/he is working in the building or with a program that is based in the building. Further, staff working within a program is *responsible* to the *person designated as in charge* of that program.



Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3. 23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

Date Est.: _____

Date Revised: June 23, 2015

SUPERINTENDENT

PERSONNEL BUSINESS LEAVE

The board president shall upon proper application grant (2) days of leave a year without loss of pay. The superintendent shall submit the required form, Procedure 3:40.43, to the board president no later than three (3) school days prior to the date of the leave except in case of an emergency.

The superintendent is not required to state the reason for the leave. Personal business leave shall be used to attend to those items of pressing personal business or events that cannot be attended to other than during work hours.

Personal leave shall not be used on day(s) immediately preceding or following a holiday. Personal leave shall not be used in conjunction with personal vacation day(s). This restriction shall not apply to organized religious holidays or for emergencies approve at the discretion of the board president or designee.

Personal leave days (2) must be used before a request for leave without pay will be considered.

If the superintendent uses no personal leave days during the contract year, he/she will have two (2) sick leave days credited to his/her accumulated sick leave days on the first of the following contract year.

Date Est.: _____

Date Revised: June 18, 2002

**PERSONAL BUSINESS LEAVE APPLICATION
SUPERINTENDENT**

DATE OF APPLICATION _____ DATE (S) OF LEAVE _____

NAME _____

REQUEST APPROVED _____

BOARD PRESIDENT'S SIGNATURE

REQUEST DENIED _____

DATE

APPLICABLE CONDITIONS:

A superintendent who desires leave must submit the required form to the board president no later than three (3) school days prior to the date of the leave except in case of an emergency.

Personal business leave shall be used to attend to those items of pressing personal business or events that cannot be attended to other than during work hours.

Personal leave shall not be used on days immediately preceding or following a holiday or in conjunction with personal vacation day(s). This restriction shall not apply to organized religious holidays or for emergencies approved at the discretion of the president of the Board of Education.

Personal leave days (2) must be used before a request for leave without pay will be considered.

Date Est.: _____

Date Revised: June 18, 2002

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

Date Est.: _____

Date Revised: June 23, 2015

PRINCIPALS

PERSONAL BUSINESS LEAVE

The superintendent shall upon proper application, grant two (2) days of leave per year without loss of pay. Principals who desire leave must submit the required form, Procedure 3:50.43, to the Office of the Superintendent no later than three (3) school days prior to the leave except in case of an emergency.

Principals are not required to state the reason for the leave. Personal business leave shall be used to attend to those items of pressing personal business or events that cannot be attended to other than during work hours.

Personal leave shall not be used on day(s) immediately proceeding or following a school vacation, holiday, recess period, or in conjunction with personal vacation day(s). This restriction shall not apply to organized religious holidays or for emergencies approved at the discretion of the superintendent or designee.

Personal leave days (2) must be used before a request for leave without pay will be considered.

If the principal uses no personal leave days during the contract year, he/she will have two (2) sick leave days credited to his/her accumulated sick leave days on the first day of the following contract year.

Date Est.: _____

Date Revised: June 18, 2002

**PERSONAL BUSINESS LEAVE APPLICATION
PRINCIPAL**

DATE OF APPLICATION _____ DATE (S) OF LEAVE _____

NAME _____

REQUEST APPROVED _____

REQUEST DENIED _____

SUPERINTENDENT'S SIGNATURE

DATE

APPLICABLE CONDITIONS:

A principal who desires leave must submit the required form to the superintendent no later than three (3) school days prior to the date of the leave except in case of an emergency.

Personal business leave shall be used to attend to those items of pressing personal business or events that cannot be attended to other than during work hours.

Personal leave days (2) must be used before a request for leave without pay will be considered.

Personal leave shall not be used on day(s) immediately proceeding or following a school vacation, holiday, recess period, or in conjunction with personal vacation day(s). This restriction shall not apply to organized religious holidays or for emergencies approved at the discretion of the superintendent or designee.

Date Est.: _____

Date Revised: June 18, 2002

Administrative Responsibility of the Building Principal

Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

Date Est.: _____

Date Revised: June 23, 2015

Exhibit - Reporting Requirements for Building Principals Concerning School Safety and Security

The Building Principal shall comply with all State law reporting requirements for Principals. Compliance with the State law reporting requirements is required by Board policy 3:60, *Administrative Responsibility of the Building Principal*, in its mandate to “perform all duties as described in State law.” The specific statute identified in the following table should be checked for current requirements. This list of required reports may not be exhaustive.

Mandated Reports Concerning School Safety and Security	Resources
<p>A student or other person poses a clear and present danger to himself, herself, or others.</p> <p>This report is made to the Department of State Police within 24 hours after the Principal makes this determination.</p> <p>This report is required by the Firearm Concealed Carry Act, 430 ILCS 66/105 and 405 ILCS 5 /6-103.3, added by P.A. 98-63. The Principal may delegate making reports concerning students, but not otherwise.</p> <p><i>Clear and present danger</i> is defined in 430 ILCS 65/1.1, as a person who:</p> <ul style="list-style-type: none"> (1) communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or (2) demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official. <p>State Police rules implementing this duty to report are found in 20 Ill.Admin.Code §1230.120(b), and state:</p> <ul style="list-style-type: none"> b) Law enforcement officials and school administrators shall report determinations of a clear and present danger directly to the Department [Department of State Police]. The Department shall make a form and instruction for the reporting available to law enforcement officials and school administrators on its website. <ul style="list-style-type: none"> 1) Clear and present danger reporting shall be used by the Department to identify persons who pose an actual, impending, or imminent threat of substantial bodily harm to themselves or another person that is articulable and significant or who will be likely to act in a manner dangerous to 	<p>The State Police have posted information and instructions at: www.isp.state.il.us/foid/foid-clear-present-danger.cfm.</p> <p>The reporting form is at: www.isp.state.il.us/docs/2-649.pdf.</p> <p>3:60, <i>Administrative Responsibility of the Building Principal</i></p> <p>7:340, <i>Student Records</i></p> <p>7:340-AP1, <i>School Student Records</i></p>

Mandated Reports Concerning School Safety and Security	Resources
<p>public safety or contrary to the public interest if they were granted access to a weapon.</p> <p>2) Clear and present danger reporting shall be made consistent with the Family Educational Rights and Privacy Act (20 USC 1232g) to assist the Department with protecting the health and safety of the public by denying persons who present a clear and present danger from having lawful access to weapons.</p>	
<p>A student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability.</p> <p>This report is made to the Ill. Department of Children and Family Services (DCFS) immediately upon suspicion or receipt of knowledge. The DCFS Child Abuse Hotline is 800/25-ABUSE or 217/524-2606.</p> <p>In addition to the Principal, all school personnel are required to make this report. A staff member should inform the Principal if he or she made a report; the Principal should inform the Superintendent of any report made.</p> <p>This report is required by the Abused and Neglected Child Reporting Act, 325 ILCS 5/4. A willful failure to make the report to DCFS is a crime.</p>	<p>Information and directions are available from the Department of Children and Family Services at: www.state.il.us/dcfs/child/index.shtml.</p> <p>5:90, <i>Abused and Neglected Child Reporting</i></p> <p>7:190-AP6, <i>Administrative Procedure - Guidelines for Investigating Sexting Allegations</i></p>
<p>Child pornography is discovered on electronic and information technology equipment.</p> <p>This report is made immediately to local law enforcement, or the National Center for Missing and Exploited Children’s CyberTipline 800/843-5678 or online at www.CyberTipline.com.</p> <p>According to 325 ILCS 5/4.5,</p> <p><i>Electronic and information technology equipment means, equipment used in the creation, manipulation, storage, display, or transmission of data, including internet and intranet systems, software applications, operating systems, video and multimedia, telecommunications products, kiosks, information transaction machines, copiers, printers, and desktop and portable computers. (Italics added.)</i></p> <p>An electronic and information technology equipment worker or the worker’s employer is required to make this report by 325 ILCS 5/4.5.</p>	<p>5:90, <i>Abused and Neglected Child Reporting</i></p>
<p>Hazing resulted in bodily harm to any person.</p> <p>This report is required when a Principal or other school personnel or volunteer observes hazing.</p> <p>This report is made to the Superintendent or other supervising authority or, in the event of death or great bodily harm, to law enforcement. The statute does not</p>	<p>5:90, <i>Abused and Neglected Child Reporting</i></p> <p>7:190, <i>Student Discipline</i></p>

Mandated Reports Concerning School Safety and Security	Resources
<p>provide a deadline for making the report, but making the report immediately is prudent.</p> <p>Failure to make this report is a crime. 720 ILCS 5/12C-50.1, added by P.A. 98-393.</p>	
<p>The person enrolling a student fails to provide a certified copy of the student’s birth certificate within 30 days of enrolling the student.</p> <p>The Superintendent is required to make this report and designates the Principal to make it on his or her behalf. The report is made to local law enforcement.</p> <p>This report is required by the Missing Children Records Act (325 ILCS 50/) and the Missing Children Registration Law (325 I ILCS 55/).</p>	<p><i>7:50, School Admissions and Student Transfers To and From Non-District Schools</i></p> <p><i>7:50-AP, School Admissions and Student Transfers To and From Non-District Schools</i></p>
<p>A drug violation occurred on school property, including any conveyance used to transport students, or within 1000 feet of the school.</p> <p>This report is made to the municipal police department or office of the county sheriff of the municipality or county where the school is located within 48 hours of becoming aware of the drug violation. The statute sets forth specific drug violations that will trigger this duty to report; however, best practice suggests reporting any drug violation. The Principal may delegate the making of this report.</p> <p>This report is required by the School Reporting of Drug Violations Act, 105 ILCS 127/.</p>	<p><i>3:60, Administrative Responsibility of the Building Principal</i></p>
<p>The safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity.</p> <p>If this occurs, the Principal is required to utilize the resources of proper law enforcement agencies. 105 ILCS 5/10-21.4a, amended by P.A. 98-59.</p>	<p><i>7:190, Student Discipline</i></p> <p><i>3:60, Administrative Responsibility of the Building Principal</i></p>
<p>Sex offender information is available.</p> <p>This report is made to the parents/guardians of students at either registration or parent-teacher conferences.</p> <p>Either a Principal or teacher may notify the parents/guardians that information about sex offenders is available on the Illinois State Police website.</p> <p>This report is required by the Sex Offender Community Notification Law, 730 ILCS 152/ and 154/.</p>	<p><i>4:170, Safety</i></p> <p><i>4:170-AP2, Criminal Offender Notification Laws</i></p> <p><i>4:170-AP2, E1, Informing Parents About Offender Community Notification Laws</i></p>
<p>A student committed a criminal offense.</p> <p>This report is made to local law enforcement agencies as part of a reciprocal reporting system between the School District and local law enforcement agencies. No specified time period is stated in the statute.</p>	<p><i>2:150, Committees</i></p> <p><i>7:190-AP3, Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students</i></p>

Mandated Reports Concerning School Safety and Security	Resources
A reciprocal reporting system is required by 105 ILCS 5/10-20.14.	
<p>A person on school grounds possesses a firearm.</p> <p>This report is made to a local law enforcement agency immediately after receiving a report of a person on school grounds possessing a firearm. The Principal may delegate the making of this report.</p> <p>This report is required by 105 ILCS 5/10-27.1A.</p>	<i>7:190, Student Discipline</i>
<p>A student engaged in aggressive behavior.</p> <p>This report is made to the parent/guardian of a student who engaged in aggressive behavior including, without limitation, bullying.</p> <p>This report is required by 105 ILCS 5/10-20.14. The report may be made by anyone in the District, but as the Principal is in charge of the building, the Principal or designee should make the report. No specific time period is stated in the statute.</p>	<p><i>7:180, Preventing Bullying, Intimidation, and Harassment</i></p> <p><i>7:190, Student Discipline</i></p> <p><i>7:190-E1, Aggressive Behavior Reporting Letter and Form</i></p>

Date Established: 5/13/2014

Date Revised: _____

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the School Board.

Administrative Procedure – Succession Plan

If the Superintendent or Building Principal is temporarily absent, the succession of authority and responsibility of the respective office shall be as below. If the first person on the succession list is unavailable, the second person shall be the responsible person and so on in order through the list. The designated individual shall communicate with the School Board President in cases of extreme importance and/or emergency.

Superintendent Succession

1. 7-12 Principal
2. K-6 Principal
3. 7-12 AD/Dean of Students

K-6 Principal Succession

1. Superintendent
2. 7-12 Principal
3. 7-12 AD/Dean of Students

7-12 Principal Succession

1. 7-12 AD/Dean of Students
2. Director of Guidance
3. Superintendent

At the building level, the building principal shall designate a specific staff member to act in her/his behalf in routine matters in the absence of persons named in the succession plan.