

Descriptor Term:
POLICY IMPLEMENTATION and ADMINISTRATIVE PROCEDURES

Descriptor Code:
1.0200

Legal References: G.S. 115C-276; 115C-47

Cross References: 2.4700 Administrative Procedures

A. Policy Implementation

The superintendent is responsible for implementing board policies and for interpreting them to staff, students, and the public. All other administrators share in this responsibility.

B. Administrative Regulations and Procedures

Many of the board's policies require implementing administrative procedures. The superintendent shall develop these procedures, in consultation with principals, staff members, and other persons and groups as appropriate to the topic, and shall submit these procedures to the board for review and adoption if board action is necessary or advisable.

Administrative procedures officially adopted by the board and such other system wide regulations as the superintendent desires shall be included in the board's Policies and Administrative Procedures Manual. Staff, student and parent handbooks shall also be used for disseminating policies and regulations to persons directly affected by them.

Within the policies and regulations of the board and the administrative procedures of the superintendent, each principal is authorized to establish rules and procedures for the staff and student bodies of his/her school, subject to review/approval of the superintendent and/or board.

C. Board Review of Administrative Procedures

The board reserves the right to review all administrative procedures but shall revise them only when, in the board's judgment, they are inconsistent with policies and regulations set by the board.

D. Administration in Policy Absence

The superintendent is authorized to make such emergency decisions on matters not addressed by board policy as he/she may find necessary in the public interest. Such decisions shall be reported to the chairman or vice-chairman of the board as soon as practical and to the board at the board's next meeting. The superintendent's decision will be valid only until the board has the opportunity to act.