

ADMINISTRATION

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ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board shall define the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration".

School district administrators have been given a great opportunity and a great responsibility to manage the school district, to provide the educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by the board policies, the law, the needs of the students, and the wishes of the people in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results and for the administration of the school facilities and for the employees.

The board and the administration shall work together to share information and decisions under the management team concept.

Approved _____ Reviewed April 2013 Revised _____

MANAGEMENT

The board and administration shall work closely together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate district policies and regulations.

It shall be the responsibility of each board member and each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their viewpoint on issues. Those board members or administrators with special expertise or knowledge of an issue will be called upon to provide information. Each board member and administrator shall make every effort to fully support the decisions reached on the issues confronting the school district.

The board shall be responsible for making the final decision in all matters pertaining to the school district.

It shall be the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal References: Iowa Code S 279.8 (1989).

Cross References: 301 Administrative Structure

Approved: _____ Reviewed: April 2013 Revised: _____

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to age, race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e *et seq.* (1994).
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2007).
281 I.A.C. 12.4(4).
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
301 Administrative Structure
302 Superintendent

Approved: _____ Reviewed: April 2013 Revised: _____

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment and shall not exceed three years.

The first three consecutive years of a contract issued to a newly employed superintendent is considered a probationary period. The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

It is the responsibility of the board to provide the contract for the superintendent. The board may issue a temporary and nonrenewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with applicable law and board policies.

Legal Reference: *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).
 Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677
 (Iowa 1979).
 Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa
 1979).
 Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607
 (1966).
 Iowa Code § 279.
 281 I.A.C. 12.4.

Cross Reference: 302 Superintendent

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SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related business. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Legal References: Iowa Code S279.20 (1989)

Cross References: 302 Superintendent

Approved: _____ Reviewed: April 2013 Revised: _____

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and for the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students.

The superintendent's job responsibilities include and are based upon the Iowa Standards for School Leaders and the job description approved by the Board.

These duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Legal References: Iowa Code S279.8, .20 (1989)
 281 Iowa Admin. Code 11.4(9)
 281 Iowa Admin Code 12.4(4)

Cross References: 200.3 Powers of the Board of Directors
200.4 Duties of the Board of Directors
301 Administrative Structure
302 Superintendent

Approved: _____ Reviewed: April 2013 Revised: _____

SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981).
Iowa Code §§ 279.8, .20, .23, .23A (2007).
281 I.A.C. Ch. 83; 12.3(4).

Cross Reference: 212 Closed Sessions
302 Superintendent

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SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing the superintendent's education, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the superintendent's schedule of events in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three (3) days, requires overnight traveling, or involves unusual expense, the superintendent shall bring it to the attention of the board president prior to attending the event.

The superintendent shall use his/her discretion regarding reporting to the board about each event attended.

Legal References: Iowa Code S 279.8 (1989)
281 Iowa Admin. Code 85.12, 86.28, 88.
281 Iowa Admin. Code 12.7

Cross References: 219.2 Board of Directors Development and Training

Approved: _____ Reviewed: April 2013 Revised: _____

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the district community by belonging to community organizations and attending and participating in school district community activities.

It shall be the responsibility of the superintendent to become involved in community activities and events. It shall be within the discretion of the board to pay annual fees for involvement in any community organization.

Legal References: Iowa Code S 279.8 (1989)

Cross References: 907 Other Interdistrict Relations

Approved: _____

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SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties contracted by the board.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board shall give the superintendent thirty (30) days notice to cease outside employment.

Legal References: Iowa Code S 279.8, .20 (1989)

Cross References: 302.2 Superintendent Contract and Contract Non-Renewal
302.4 Superintendent Duties

Approved: _____ Reviewed: April 2013 Revised: _____

ADMINISTRATIVE POSITIONS

The school district shall have, in addition to the superintendent, three administrative positions: a junior-senior high school principal, an elementary principal, and school improvement coordinator. These administrators shall work closely with the superintendent as an integral part of day-to-day operations of the school district.

It shall be the responsibility of the administrators to uphold the policies of the board, to instill a positive, cooperative environment with school district personnel, and to share their expertise with each other and the board under the management team concept.

Legal References: Iowa Code S 279.8, .20, .21, .23 (1989)

281 Iowa Admin. Code 11.4 (9)

281 Iowa Admin. Code 12.4

Cross References: 301 Administrative Structure

303 Administrative Personnel

Approved: _____

Reviewed: April 2013

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ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to age, race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21 (2007).
281 I.A.C. 12.4.
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

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ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and board policies.

Legal Reference: *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).
 Cook v Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v Youel, 282 N.W. 2d 677 (Iowa 1979).
 Briggs v Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979).
Iowa Code § 279.
281 I.A.C. 12.4.

Cross Reference: 303 Administrative Employees

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ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.1 (2007)
1984 Op. Att'y Gen. 47

Cross Reference: 303 Administrative Employees

Approved: _____ Reviewed: April 2013 Revised: _____

ADMINISTRATIVE DUTIES

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the buildings and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the responsibilities included in the Iowa Standards for School Leaders and the job description approved by the Board.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

- Legal References: Iowa Code S 279.8, .21 (1989)
281 Iowa Admin. Code 12.4 (5), .4(6), .4(7)
- Cross References: 301 Administrative Structure
303 Administrative Personnel

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Reviewed: April 2013

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ADMINISTRATOR EVALUATION

The Superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the Superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2007).
281 I.A.C. 12.3(4); ch 83.

Cross Reference: 303 Administrative Employees

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ADMINISTRATIVE PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences continuing their education, and doing other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must have received approval from the superintendent. In the case where overnight traveling or unusual expense is involved, the superintendent shall bring it to the attention of the board prior to the administrator attending the event.

The administrator shall report to the superintendent about events attended as required by the superintendent.

Legal References: Iowa Code Section 279.8 (1989)
281 Iowa Admin. Code 85.12, 86.4, .6, .8-.9, 88
281 Iowa Admin. Code 12.7

Cross References: 303.6 Superintendent Professional Development

Approved: _____ Reviewed: April 2013 Revised: _____

ADMINISTRATIVE CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations, and by attending and participating in community activities.

It shall be the responsibility of the administrators to become involved in community activities and events.

Legal References: Iowa Code Section 279.8 (1989)

Cross References: 907 Other Interdistrict Relations

Approved: _____

Reviewed: April 2013

Revised: _____

ADMINISTRATIVE CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board shall give the administrator thirty (30) days notice to cease outside employment.

Legal References: Iowa Code Section 279.8, .21 (1989)

Cross References: 304.3 Administrative Contract and Contract Non-Renewal
304.5 Administrative Duties

Approved: _____ Reviewed: April 2013 Revised: _____

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It shall be the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with the administrators or others likely to be affected by the regulations. Once the regulations are developed, school district personnel, students and other members of the school district community shall be informed in a manner determined by the superintendent.

The board shall be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are, in the board's judgment, contrary to the intent of board policy.

It shall be the responsibility of the superintendent to enforce the administrative regulations in an appropriate manner for the situation.

Legal References: Iowa Code Section 279.8, (1989)

Cross References: 210 Board of Directors Management Procedures
306.2 Monitoring of Administrative Regulations

Approved: _____ Reviewed: April 2013 Revised: _____

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations shall be monitored and revised when necessary. It shall be the responsibility of the superintendent to monitor and revise the school district's administrative regulations.

The superintendent, in addition to the superintendent's own knowledge, may rely on the board, the administrators, school district personnel, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal References: Iowa Code Section 279.8, (1989)

Cross References: 210 Board of Directors Management Procedures
306.2 Monitoring of Administrative Regulations

Approved: _____ Reviewed: April 2013 Revised: _____

ADMINISTRATIVE CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position at all times.

Each administrator shall follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principal of due process and protects and civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Legal References: Iowa Code SS279.8 (2007)
282 I.A.C. 13.

Cross References: 404 General Personnel Conduct and Appearance

Approved: _____ Reviewed: April 2013 Revised: _____

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order: the secondary principal and the elementary principal.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal References: Iowa Code SS 279.8 (1989)
281 Iowa Admin. Code 11.4 (9)
281 Iowa Admin. Code 12.4 (4)

Cross References: 303 Superintendent

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COMMUNICATION CHANNELS

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within ten (10) school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within ten (10) school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern.

If brought to their attention, the superintendent and board will examine the issue to discover whether mistakes were made by the decision-maker and correct them. The examination will focus on procedural points and/or deviation from board policy. The superintendent and board will not substitute their judgment for the original decision-maker's.

It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal References: Iowa Code SS 279.8 (1997)

Cross References: 213 Public Participation in Board Meetings

401.4 Employee Complaints

502.4 Student Complaints and Grievances

504.3 Student Publications

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