

SECTION C

GENERAL SCHOOL ADMINISTRATION

CB	REGIONAL SCHOOL SUPERINTENDENT/PRINCIPAL
CBD	SUPERINTENDENT/PRINCIPAL'S CONTRACT
CBI	EVALUATION OF THE SUPERINTENDENT/PRINCIPAL
CCA	ORGANIZATION OF THE DISTRICT
CCB	LINE AND STAFF RELATIONS
CE	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES
CH	POLICY IMPLEMENTATION
CHA	DEVELOPMENT OF PROCEDURES
CHC	PROCEDURES DISSEMINATION
CHCA	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHCA-E	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHD	ADMINISTRATION IN POLICY ABSENCE
CL	ADMINISTRATIVE REPORTS
CM	REGIONAL SCHOOL DISTRICT ANNUAL REPORT

DUTIES OF THE SUPERINTENDENT/PRINCIPAL

The Superintendent/Principal is responsible for the administration of all policies established by the School Committee. The Superintendent/Principal is responsible for the overall direction and management of the school district.

The Superintendent/Principal shall establish appropriate procedures to implement the policies and shall interpret these procedures to the staff, to the public at large, and to interested government and educational agencies.

The Superintendent/Principal shall initiate School Committee review of any procedures on which he or she has a question of policy interpretation. The School Committee reserves the right to review all established procedures to assure their compliance with established policy.

The Superintendent/Principal will refer all matters affecting changes to established policy to the School Committee on a timely basis.

The Superintendent/Principal shall work collaboratively with the School Committee to develop annual system goals/personal goals.

The Superintendent/Principal 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 chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the 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 administrative officer will be responsible and accountable for making a plan of development for all staff assigned to their area of operation.

The Committee shall employ a Superintendent/Principal and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Mayors of member cities and the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

SOURCE: MASC July 2016

Amended and Adopted for LSSC Policy Manual 11/09/21

LEGAL REFS: M.G.L. [71:59.72.3](#)

File: CBD

SUPERINTENDENT/PRINCIPAL'S CONTRACT

The Committee, upon the appointment of a candidate to be Superintendent/Principal will enter into a written contract with the Superintendent/Principal which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent/Principal. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent/Principal.

SOURCE: MASC July 2016
Amended and Adopted by LSSC Policy Manual 11/09/21

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of schools for a period not to exceed six years.

EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

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

1. Ensure the efforts of the Superintendent/Principal are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent/Principal are in agreement and clear on the role of the Superintendent/Principal and the immediate priorities among their responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent/Principal.

The School Committee and Superintendent/Principal will periodically develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent/Principal. The Superintendent/Principal's performance will be reviewed in accordance with specified goals and standards. Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent/Principal.

All School Committee discussion and deliberation related to the Superintendent/Principal's performance evaluation shall be conducted in open session in accordance with the open meeting law.

SOURCE: MASC July 2016
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LEGAL REF: M.G.L. 30A:18-25
603CMR35:00

ORGANIZATION OF THE DISTRICT

The School Committee, working through the Superintendent/Principal, develops the policies and channels the financial resources to the District to educate the high school students of Lincoln and Sudbury.

The Superintendent/Principal will establish an administrative structure that will allow him/her to effectively carry out the policies of the School Committee and economically utilize the resources available to the District.

The Superintendent/Principal, with the assistance of the Business Office staff, the Administrative Team and the professional and support staff, develops the administrative procedures and practices and directs the District in providing educational services.

SOURCE: Lincoln-Sudbury

Adopted 2/25/03

Amended and Adopted for LSSC Policy Manual 11/09/21

LINE AND STAFF RELATIONS

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

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 district.

SOURCE: MASC

Amended and Adopted for LSSC Policy Manual 11/09/21

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent/Principal may establish such permanent or temporary councils, cabinets and committees as they deem necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent/Principal may make recommendations for submission to the School Committee through the Superintendent/Principal. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent/Principal.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent/Principal and may be changed at their discretion. However, the 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 district, but only within budgetary allotments and when approved in advance by the Superintendent/Principal.

SOURCE: MASC July 2016

Amended and Adopted for LSSC Policy Manual 11/09/21

POLICY IMPLEMENTATION

The Superintendent/Principal has responsibility for carrying out, through procedures, the policies established by the School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school district. Consequently, it is expected that all School Committee 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 procedures and for seeing that they are implemented in the spirit intended.

DEVELOPMENT OF PROCEDURES

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

In the development of procedures, the Superintendent/Principal may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

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

PROCEDURES DISSEMINATION

It will be the responsibility of the Superintendent/Principal to see that the procedures developed to implement Committee policies and administer the school district are appropriately coded and included as procedures in the 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.

SOURCE: MASC July 2016
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APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, inclusive, the Superintendent/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 School Committee policies. It is also important that all handbooks bearing the name of the school district be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent/Principal.

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

SOURCE: MASC

Amended and Adopted for LSSC Policy Manual 11/09/21

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

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 Superintendent/Principal.
2. Any student who assaults any employee of the School District may be subject to expulsion from school by the Superintendent/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, provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Superintendent/Principal. After said hearing the Superintendent/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/Principal.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent/Principal of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

SOURCE: MASC

Amended and Adopted for LSSC Policy Manual 11/09/21

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

ADMINISTRATION IN POLICY ABSENCE

No policy manual can foresee every situation in which action may be required; thus when action must be taken within the school district where the School Committee has provided no guides for administrative action, the Superintendent/Principal will have the power to act. The Superintendent/Principal's decisions, however, will be subject to review by the Committee.

SOURCE: Lincoln-Sudbury

Adopted 2/25/03

Amended and Adopted for LSSC Policy Manual 11/09/21

ADMINISTRATIVE REPORTS

The School Committee will require reports from the Superintendent/Principal concerning conditions of efficiency and needs of the school.

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

Upon receipt of the Superintendent/Principal's reports, the Committee will take steps to appraise the effectiveness with which the school is achieving the educational purposes of the school district.

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.

SOURCE: MASC

Amended and Adopted for LSSC Policy Manual 11/09/21

REGIONAL SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school district and the administration's recommendations for their improvement will be prepared by the Superintendent/Principal and presented to the School Committee. Upon Committee approval, the report shall be submitted to each member community and will be made available to the public and used as one means for informing parents/guardians and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools. Said report shall contain a detailed financial statement, a statement showing the method which computes the annual charges against each town, and any other information regarding the operation of the School District as may be necessary.

Established by law and Committee policy

SOURCE: MASC

Amended and Adopted for LSSC Policy Manual 11/09/21

LEGAL REFS.: M.G.L. 72:4
M.G.L. 71:16(k)