

File: C6

POLICY IMPLEMENTATION

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

The policies developed by the School Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school system. 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 will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the 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 the procedures, 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 School Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for School Committee approval.

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

Procedures Dissemination

It will be the responsibility of the Superintendent to see that the procedures developed to implement School Committee policies and administer the system 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

1st reading: December 20, 2017

2nd reading: January 3, 2018