

**POLICY IMPLEMENTATION**  
(Enforcement)

The policies developed by the board and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all board employees and students willingly carry them out. In an attempt to insure equitable and just treatment of all, suggestions for changes in, revisions of, or additions to existing policies and regulations are welcomed from employees and students.

In the educational hierarchy, those in superordinate positions are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Continuous disregard for board policy and administrative regulation may be interpreted as willful neglect of duty and may constitute grounds for dismissal.

Adopted by the Board of Education - January 14, 1980  
Reviewed by the Board of Education - January 17, 1995

**BOARD REVIEW OF ADMINISTRATIVE RULES,  
ADMINISTRATIVE RULES DISSEMINATIONS AND  
APPROVAL OF HANDBOOKS AND DIRECTIVES**

The board reserves the right to review and veto administrative rules should they, in the board's judgment, be inconsistent with the policies adopted by the board.

For the purpose of keeping staff informed, an administrative handbook detailing the operating procedures for each school shall be developed, with copies provided to staff. Developing and maintaining the currency of said handbook shall be an administrative responsibility of the building principal.

The superintendent and the Board of Education shall approve the publication of all curriculum guides, manuals, handbooks, pamphlets, and similar book-type publications that are directive in nature.

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Amended by the Board of Education - January 14, 1980  
Amended by the Board of Education - February 20, 1995

**TEMPORARY ADMINISTRATIVE ARRANGEMENTS**

In any organization, it is important that the responsibility for decision making be clearly delineated. This is particularly true if the superintendent, for one reason or another, is unavailable. In these cases, there should be a clear line of administrative succession which designates both responsibility and authority.

The superintendent shall make his whereabouts known to the central office staff at all times. If the superintendent leaves the district, he shall make every effort to communicate his itinerary to the board secretary who, in turn, shall inform others who want or need to know. In case of bona fide emergency, every effort will be made to notify the superintendent of the situation. If for any reason, the superintendent cannot be reached, the responsibility and the authority to act in behalf of the district shall fall to the principal of the grade school.

In the event of the grade school principal's becoming responsible for the district's operation, the treasurer will be responsible for the district's financial affairs.

In the event of the serious illness or death of the superintendent, the grade school principal, board president, or any three board members shall call a special meeting of the board to determine what course the district should take at that time.

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**ADMINISTRATIVE REPORTS**

Statistical information often has a time value. Delayed reports place an inconvenience and burden upon others who must use the information and may in some instances result in a financial loss of the district.

Each principal, or other administrator, shall 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 shall make accurate and prompt return on scheduled dates of all statistical and other information required.

If the above practice is followed, it should be possible to prepare the district reports required by the state and federal governments and meet their date requirements.

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