Policy Responsibilities

MISSOURI'S EDUCATOR EVALUATION SYSTEM

Policy Responsibilities

Superintendent Responsibility Chart **Based on MSBA Sample Board Policies**			
Policy	**Procedures**	**Superintendent Responsibility/Authorization**	**Delegated To**
AC Prohibition Against Illegal Discrimination or Harassment		1. Continuously publicize the policy and disseminate information on how to report harassment and discrimination 2. Hear appeals of discrimination/harassment complaints	
AF Accountability/ Commitment to Accomplishment		Implement evaluation procedures for all district operations	
BBA School Board Powers and Duties		1. Implement board policies 2. Provide the board sufficient information to evaluate the district's programs	
BBB School Board Elections		Oversee candidate filing	
BBFA Board Member Conflict of Interest and Financial Disclosure		Make financial disclosures required by law	
BCA Board Organizational Meeting		Serve as temporary chair for the election of board officers	
BCE, BCE-R Board Appointed Committees		Receive reports from committees	
BCG School Attorney/Legal Services		Consult district counsel for advice when appropriate	
BDA Board Meetings		Arrange for board members to participate electronically when requested	
BDDA Notification of Board Meetings		Ensure the timely posting of meetings	
BDDB Agendas		Create meeting agendas in consultation with the board president	

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BDDG, BDDG-R Minutes		Responsibility for safe-keeping of minutes	
BDDH Public Participation at Board Meetings		1. Distribute written correspondence to the board 2. Receive requests for placement on the agenda	
BF School Board Policy Process		1. Make changes to administrative procedures as necessary 2. Ensure that policies, procedures and rules are available to all staff annually 3. Make recommendations to the board regarding new policies or proposed changes 4. Act on his or her own judgment in situations not 5. governed by policy subject to board review 6. Administer adopted policies 7. Inform the board when policies need revision or are outdated 8. Keep manuals updated	
BHA New Board Member Orientation		Assist new board members by answering questions about pertinent governing documents	
CB Superintendent Contract, Compensation & Benefits		Work 12 months	
CBG Evaluation of the Superintendent		Work with the board to establish goals for the upcoming year and reaffirm or establish performance expectations	
CF School Building Administration		Direct and approve activity of building level administrators	

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CGC State and Federal Programs Administration	CGC-AP Data Reporting	1. Coordinate all state and federal programs 2. Ensure that programs are operated within guidelines 3. Record the date on which data was reported and the entity to whom it was reported 4. Provide a copy of all reports to the custodian of records	
CH Policy Implementation and Dissemination		1. Implement and enforce board policies and administrative procedures 2. Provide the initial response to questions about board policy and administrative procedures 3. Assist the board in review and revision of policy and procedure 4. Develop and implement administrative procedures to carry out board policy 5. Inform staff about procedures and forms they are expected to use 6. Inform staff when policies, procedures or forms change 7. Maintain a current copy of board policy and administrative procedures and forms	
CHCA Handbooks		Create, revise and disseminate handbooks in cooperation with other district administrators	
DA Fiscal Responsibility		Receive reports from the audit committee	

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DB Annual Budget		1. Serve as budget officer for the district 2. Develop procedures to seek input from appropriate people on budgetary needs 3. Submit a tentative budget to the board 4. Ensure that the budget is followed 5. Make recommendations for fund transfers 6. Prepare a monthly statement for the board	
DC Taxing and Borrowing Authority/Limitations		1. Provide the board an annual estimate of the tax rate necessary to provide for district needs 2. Make recommendations regarding capital outlay	
DCA Tax Rate Hearing and Reviews		Participate in annual tax rate hearing	
DD Grants	DD-AP State and Federal Programs Administration	1. Pursue grants and other alternative sources of funding 2. Make recommendations regarding grant acceptance 3. Discuss grants with employees before they apply and present employee-generated grants to the board	
DEA Revenues from Tax Sources		File required reports and forms to secure state funding	
DED Disposition of Unbudgeted Revenue		Recommend policy for distribution of unbudgeted revenue	
DFA Revenues From Investments of Surplus Funds		1. Serve as investment office for the district for the investment of surplus funds 2. Invest surplus funds 3. Develop internal controls to prevent loss, theft or misuse	

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DI Fiscal Accounting and Reporting/Accounting System		1. Implement an accounting system 2. Receive and account for all funds 3. Provide monthly financial statements 4. File enrollment, attendance, food service and transportation reports to DESE	
DIE Audits	DIE-AP	1. Arrange for audits 2. Provide copies of audits to the board 3. File copies of audit with proper authorities 4. Maintain a copy of the audit report	
DJC Bidding Requirements		Determine when to bid items not required to be bid by law	
DJF Purchasing	DJF-AP	1. Supervise district purchasing 2. Authorize and make purchases within budgetary limits 3. Develop purchasing procedures 4. Approve all purchases of more than $1000 5. Approve purchases beyond what is budgeted after seeking approval from the board 6. Approve travel expenses 7. Authorize staff to make purchases through credit or procurement cards 8. Receive and process notices of lost or stolen credit or procurement cards	
DN Surplus School Property	DN-AP	1. Redistribute property or declare when it is surplus 2. Dispose of property with no resale value in an appropriate manner	

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DK Payment Procedures		1. Verify delivery of purchased items before authorizing payment 2. Present bills and supporting documentation to the board for payment monthly	
EB Safety Program		Designate a Safety Coordinator	
EBAB Hazardous Materials	EBAB-AP1 – Asbestos Control EBAB-AP2 – Handling and Disposal of Mercury	Develop procedures for the purchase, storage, handling, transportation and disposal of hazardous materials in cooperation with other administrators	
EBAC Integrated Pest Management	EBAC-AP	1. Assess district pest problems and current practices 2. Work with representatives from food service, facilities, maintenance, building administration and the school nurse to develop procedures 3. Receive complaints about the IPM program	
EBB Communicable Diseases		Protect confidential student and employee information	
EBBA Illness and Injury Response & Prevention	EBBA-AP First Aid Guidelines	1. Provide the board periodic statistical reports on the number and types of injuries occurring on district property 2. Provide information on individual injuries as appropriate 3. Provide for training in use of AEDs 4. Post locations of and maintain AEDs	

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EBC Emergency Plans/Safety Drills	EBC-AP1 Emergency Closings EBC-AP2 Abduction EBC-AP3 Civil Disturbance EBC-AP4 Fire/Explosion EBC-AP5 Hostage/Barricaded Situation EBC-AP6 Intruder in the Building EBC-AP7 Natural Disaster EBC-AP8 Weapons Possession/Armed Offender EBC-AP9 Bomb Threat	1. Call for and execute emergency drills 2. Recommend a plan for allowing the use of district resources in the event of community emergency or natural disaster 3. Approve community use of district resources in an emergency 4. Authorize exceptions allowing the use of facilities for student-related activities on days school is not in session 5. Receive reports of building-level emergency situations 6. Assign counselors as needed 7. Make decisions about dismissal of school and make-up days	
ECA Building and Grounds Security	ECA-AP2 Prevention of Damages, Vandalism and Theft	1. Work with other administrators to establish procedures for use of facilities to guard against damages or loss of district property by theft, vandalism or misuse 2. Ensure that staff know the proper procedures for care and use of property and for reporting lost or damaged property 3. Sign complaints against those who vandalize district property. 4. Seek restitution from individuals or their parents and verify receipt of payment.	
ECD Traffic and Parking Controls		1. Work with local traffic authorities to develop a plan for the flow of traffic 2. Assign parking areas to staff, students and visitors	

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EEA Student Transportation Services		1. Ensure that transportation services offered by the district meet DESE requirements 2. Ensure that drivers are properly qualified 3. Ensure that transportation services meet all state and federal laws 4. Present a proposed student transportation plan to the board by the end of October and get board approval of modifications made during the year no later than the end of June. 5. Provide for the proper accounting of student transportation records. 6. Prepare and submit all required reports	
EEAB School Bus Scheduling and Routing		Direct the scheduling and routing of student transportation	
EF Food Services Management		Administer the district's food service program in cooperation with the director of food services	
EFB Free and Reduced Cost Food Services		Establish necessary rules for administration of free and reduced meals	
EGAAA Reproduction of Copyrighted Materials	EGAAA-AP Usage Guidelines	1. Create procedures for training employees about copyright law 2. Monitor compliance with copyright law 3. Take steps to remedy any copyright violation once known 4. Take all reasonable steps to keep district technology from being involved in copyright violations	

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EHB Technology Usage	EHB-AP	1. Create rules and procedures for technology use 2. Assign trained personnel to maintain the district's technology 3. Authorize use of district technology to an individual who does not have a user agreement when appropriate 4. Disable the district's filters to allow for adult use for bona fide research or other lawful use 5. Sign a Technology Use Agreement	
FB Facilities Planning	FB-AP Relocation Assistance	1. Give an annual report to the board on facility needs 2. Consult with staff and patrons during the initial stages of a construction project and present a detailed report on the results of that consultation before the board approves any building plan. 3. Provide notice and relocation assistance to persons whose property is acquired through eminent domain	
GBB Staff Involvement in Decision making		1. Establish any committees appropriate to recommend rules, policies and procedures 2. Establish communication channels between the staff and the board 3. Receive counsel from staff members and share that counsel with the board	
GBEA Worker's Compensation		Forward all reports of employee injury and follow up information to the district's insurance carrier	
GBEBA Drug-Free Workplace		Notify appropriate federal agencies in writing within ten days when an employee is convicted of violating a criminal drug statute if the district has a grant directly from the federal agency	

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GBEBC Criminal Background Checks		Develop procedures for conducting criminal background checks of employees and others	
GBEBB Employee Alcohol and Drug Testing		Serve as program coordinator for the district's employee alcohol and drug testing program	
GBM Staff Complaints and Grievances	GBM-AP	1. Create employee complaint procedures 2. Hear appeals of complaints when the employee is unsatisfied with the resolution	
GCA Professional Staff Positions		1. Recommend individuals to fill professional staff positions 2. Maintain a comprehensive and current set of job descriptions	
GCBA Professional Staff Salary Schedules		Prepare salary schedules for approval by the board	
GCBDB Professional Staff Long-Term Leaves and Absences		Make recommendations regarding requests for leave	

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GCD Professional Staff Recruiting and Hiring		1. Determine whether a vacant position should be posted internally more or less than the period of time required by policy 2. Determine and use the best method to advertise a vacant position externally 3. Determine when no additional advertisement is necessary 4. Answer all inquiries regarding professional staff vacancies 5. Conduct interviews and review references of applicants 6. Conduct background checks 7. Make employment recommendations to the board 8. Provide a written statement supporting the employment of the spouse of a board member prior to any such individual being hired. 9. (Urban districts only) Make final decisions on the hiring, promotion, demotion or termination of all non-contractual professional staff.	
GCE Part-Time and Substitute Professional Staff Employment		Submit a current list of substitute teachers to the board for approval at each regular meeting unless the list is unchanged	

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GCG Professional Staff Probation and Tenure		1. Recommend employment for professional staff 2. Maintain personnel records 3. Administer leaves 4. Evaluate performance 5. Keep the board advised of performance issues 6. Take necessary action to discipline or terminate employees 7. Contact the district's attorney when necessary regarding issues of tenure	
GCI Professional Staff Assignments and Transfers		1. Assess professional staffing needs annually 2. Assign or reassign professional staff as needed 3. Consider requests for transfer	
GCKA Professional Staff Extra Duty		Recommend staff members for extra-duty positions	
GCL Professional Staff Development Opportunities	GCL-AP	1. Control the reimbursement of expenses related to conferences and visitations 2. Notify Missouri teacher training institutions when the district hires their new graduates to obtain assistance for new teachers	
GCN Evaluation of Professional Staff		Create evaluation instruments and procedures	
GCPB Resignation of professional Staff Members		Receive notice of resignations	
GCPD Suspension of Professional Staff Members		Suspend staff members for violation of board policy or state law or any other good cause or to conduct an investigation. Employees without contracts may be suspended without pay.	

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GCPE Termination of Professional Staff Members		1. Terminate employees not under contract and inform the board 2. Provide notice to the state board when a certificated employee is guilty of an offense for which his or her license may be disciplined 3. Work with a tenured teacher who is charged with incompetency, inefficiency or insubordination for at least 30 days prior to an notice of charges being presented	
GDBB Non-exempt Employee Supplementary Pay Plans		Ensure that all job descriptions include a designation of whether the position is exempt or nonexempt	
GDBDA Support Staff Leaves & Absences		Authorize leave beyond that provided by policy	

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GDC Support Staff Recruiting & Hiring		1. Determine whether a vacant position should be posted internally more or less than the period of time required by policy 2. Determine and use the best method to advertise a vacant position externally 3. Determine when no additional advertisement is necessary 4. Answer all inquiries regarding support staff vacancies 5. Conduct interviews and review references of applicants 6. Conduct background checks 7. Make employment recommendations to the board 8. Provide a written statement supporting the employment of the spouse of a board member prior to any such individual being hired. 9. (Urban districts only) Make final decisions on the hiring, promotion, demotion or termination of all non-contractual support staff.	
GDI Support Staff Assignments & Transfers		1. Assess support staffing needs annually 2. Assign or reassign support staff as needed 3. Consider requests for transfer	
GDPD Nonrenewal, Suspension & Termination of Support Staff Members		1. Terminate or suspend support staff members with or without pay for violation of board policy or state law or any other good cause or to conduct an investigation 2. Report any such suspension or termination to the board 3. Terminate support staff members in accordance with the employee's contract	

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IC School Calendar/Year/Day		1. Distribute copies of the approved calendar 2. Recommend make up days for days missed due to inclement weather	
IF Curriculum Development	IF-AP	1. Initiate a curriculum development program 2. Oversee a systematic plan of curriculum review 3. Appoint curriculum review committee members 4. Receive committee reports	
IGBA Programs for Students with Disabilities	IGBA-AP4 Students Enrolled in Private Schools	1. Make changes to the procedures, evaluator criteria and cost guidelines for IEEs. 2. Coordinate child find activities with officials from private schools 3. Maintain records of parentally placed private school children	
IGBCA Programs for Homeless Students		Hear appeals of decisions by the district's homeless coordinator	
IGBCB Programs for Migrant Students	IGBCB-AP	1. Notify the state migrant office when a migrant student is identified 2. Maintain records of children eligible to receive migrant services 3. Annually assess the district's recruitment and identification procedures in consultation with parents of student in the program	
IGBG Homebound Instruction	IGBG-AP	1. Approve applications for homebound instruction received through the principal 2. Secure the services of qualified homebound teachers	

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IGC Extended Instructional Programs	IGC-AP Supplemental Educational Services	1. Determine skills that must be mastered, how those skills are assessed and what remediation is appropriate when remediation is a condition of promotion 2. Provide notice when a student is eligible for supplementary educational services (SES) pursuant to NCLB 3. Process requests for SES 4. Negotiate with providers	
IGD District-Sponsored Extracurricular Activities and Organizations	IGD-AP	1. Direct the district's activities program and non-curricular groups 2. Approve organization of clubs and activities	
IGDA Student-Initiated Group Use of District Facilities	IGDA-AP Student-Initiated Group Use of District Facilities	Create procedures to govern the use of district facilities by student-initiated non-curricular groups	
IGDBA Distribution of Non-curricular Student Publications		Hear appeals of a denial to distribute non-curricular student publications	
IGDF Student Fundraising		1. Responsible for all district-sponsored fundraising activities (along with principals) 2. Grant permission for fundraising activities by outside groups	
IIAC/IIAC-R Instructional Media Centers/School Libraries		1. Create procedures to govern the activities of district media centers and libraries 2. Create procedures to guide the selection of material	
IICA Field Trips and Excursions		Authorize educationally sound field trips	

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IICC School Volunteers	IICC-AP	1. Create procedures for attracting, screening and training volunteers 2. Decline or terminate the services of a volunteer	
IKE Promotion, Acceleration & Retention of Students		1. Develop procedures to govern the promotion, retention and acceleration of students 2. Determine skills that must be mastered, how those skills are assessed and what remediation is appropriate when remediation is a condition of promotion	
IKF Graduation Requirements		Develop formulas for awarding credit transferred from a district using a different calendar	
IKFB Graduation Exercises		Plan an appropriate graduation ceremony	
IL Assessment Program		1. Develop procedures to direct the district's assessment plan 2. Ensure that the district has a written assessment plan that tests competency in the area of English, reading, language arts, science, mathematics, social studies and civics 3. Determine what reading assessment the district will use 4. Develop a process to encourage students to give best efforts on statewide assessments	
ILA Test Security		Investigate and respond to allegations of unfair testing practices	
IND School Ceremonies and Observances		1. Develop procedures to govern ceremonies and observances 2. Refrain from leading students in prayer or religious activity or directing another student to do so	

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JCB Intra-district Transfers		1. Grant exceptions allowing students to attend a school other than the one in their designated attendance area when appropriate 2. Direct the transfer of a student for health or safety reasons, to meet the educational needs of the student or to address overcrowding	
JEA Compulsory and Part-Time Attendance		1. Create procedures to govern part-time attendance 2. Research why students attend part-time and create programs or incentives that would encourage full-time attendance	
JEC School Admissions		Make determinations as to whether a student on suspension from another district will be allowed to enroll	
JECA Admission of Resident Students		1. Grant waivers of proof of residency or refer requests to the board 2. Convene a hearing to determine if a student who has requested a waiver will create an immediate danger to the district	
JECB Admission of Nonresident Students	JECB-AP Foreign Exchange Students	1. Establish procedures for enrollment of foreign students 2. Make the decision on whether to admit or deny admission to a foreign exchange student	
JED Student Absences and Excuses		Establish rules and procedures for student attendance	
JFCC Student Conduct on School Transportation		Develop and enforce rules for the conduct expected of students on district transportation	
JFCF Hazing and Bullying		Provide for appropriate training on identifying, preventing and responding to hazing and bullying	
JFCH Student Alcohol/Drug Abuse		Receive reports of students violating the controlled substances policy	

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JFCJ Weapons in School		Modify the suspension or expulsion of students suspended or expelled for weapons violations	
JFH Student Complaints and Grievances		Hear appeals of principal decisions	
JG/JG-R Student Discipline		1. Increase or reduce a penalty specified by the discipline code when circumstances warrant 2. Assign discipline for items not included in the code 3. Notify appropriate law enforcement when a student is suspended for more than ten days	
JGA Corporal Punishment		Receive reports explaining the use of corporal punishment	

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JGD Student Suspension and Expulsion		1. Determine whether a student was provided appropriate due process before honoring a suspension from another school 2. Suspend a student for up to 180 school days 3. Receive reports of suspensions imposed by principals 4. Authority to revoke any principal-imposed suspension 5. Consider alternatives to suspension 6. Provide due process when suspension is imposed 7. Make recommendations to the board for suspensions of 181 or more days or expulsion 8. Determine whether a stay should be revoked when a suspension is appealed 9. Provide the board a written report of the facts relating to a suspension that is appealed 10. Meet with parents prior to a board hearing and accept written waivers of appeals 11. Hold a remedial conference with a student returning from a suspension for an act of school violence	
JGE Discipline of Students with Disabilities	JGE-AP1 Students Eligible for Special Education Services JGE-AP2 Students Receiving Accommodations Under Section 504 but Not Special Education Services	1. Seek the removal of a special education student through due process or the courts 2. Provide employee's training on violence prevention, the district's discipline code and discipline of students with disabilities 3. Authority to contact the district's legal counsel 4. Impose long-term suspensions or expulsions as appropriate	

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JGF Discipline Reporting and Records		1. Inform employees who need to know when the district receives a report from law enforcement or CD concerning a student 2. Notify juvenile or family court if a student under the court's jurisdiction is suspended for more than 10 days 3. Enter into a written agreement with law enforcement for the reporting of third degree assaults 4. Maintain discipline records and provide access to staff with a legitimate need to know	
JHC Student Health Services and Requirements	JHC-AP1 Screening and Referral program	1. Assign duties to the nursing staff 2. Work with nursing staff to determine which personnel will be used to perform screenings	
JHCB Immunization of Students		Institute procedures for the maintenance of accurate student immunization records	
JHCD Administration of Medications to Students		Work with nursing staff to develop procedures for the storage and administration of medications to students	
JHG Reporting and Investigating Child Abuse/Neglect		1. Appoint a liaison to the CD 2. Receive information about abuse/neglect reports made by the district 3. Investigate reports of abuse by district employees 4. Contact the district's attorney for assistance in investigating abuse 5. Jointly investigate allegations of abuse based on spanking or filed to harass with juvenile and CD 6. Prepare procedures to govern the reporting and investigation of abuse/neglect	

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JO Student Records	JO-AP	1. Create procedures for maintaining student records 2. Develop standardized procedures for the sharing of student records in the district 3. Create procedures for appealing information in student records	
KB Public Information Program		1. Determine appropriate methods for distributing district report cards 2. Develop appropriate procedures to govern the district's public information program	
KG Community Use of School Facilities	KG-AP	1. Grant permission to use district facilities 2. Recommend a fee schedule for use of facilities 3. Maintain a calendar of facilities use 4. Develop procedures governing the use of playgrounds and buildings for recreational use in the summer 5. Cancel use in case of emergency	
KH Public Gifts to Schools		Accept some gifts on behalf of the board	
KI Public Solicitations/Advertising in District Facilities		Determine the appropriateness of materials from district-sponsored groups	

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KK Visitors to District Property/Events	KK-AP Public Conduct on District Property	1. Establish procedures for crowd control at district events 2. Grant permission for parents to be on campus for certain purposes even though the parent is generally prohibited from being on district property by law or policy 3. Notify visitors when they are not to be allowed on property 4. File reports or sign complaints with law enforcement 5. Notify appropriate district staff when someone has been banned from property	
KL Public Complaints		Send appeals of complaint resolution to the board	
KLB Public Questions, Comments or Concerns Regarding District Instructional/Media/Library Materials	KLB-AP Answering Questions/Concerns	1. Develop procedures to address community concerns and material review 2. Hear appeals of committee decisions	