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General School Administration

Goals and Objectives

The Superintendent directs the administration in the management of the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy.* Specific goals and objectives are to:

1. Provide educational expertise.

2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.

3. Meet or exceed student performance and academic.

4. Develop and maintain channels for communication between the school and community.

5. Develop and administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.

6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness and protection of the District's assets.

7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.:
105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.:
1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives).

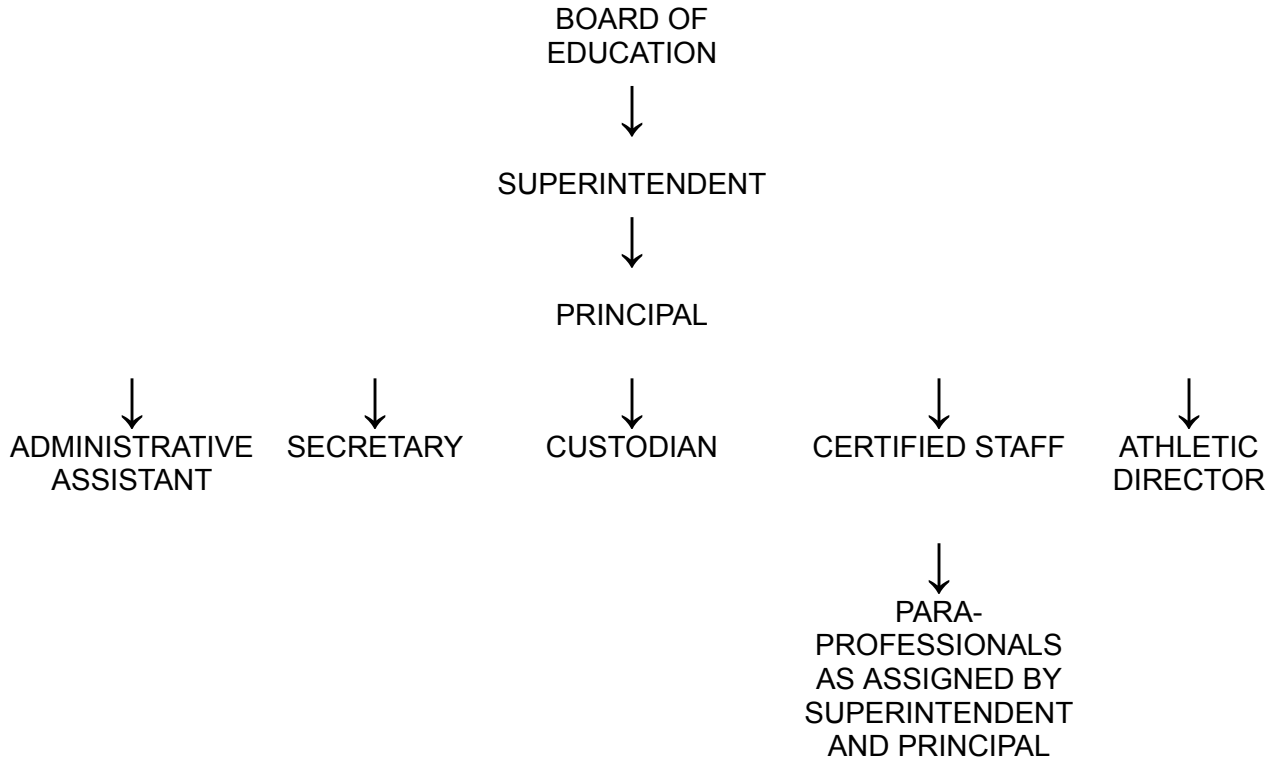
ADOPTED:
March 15, 2023

General School Administration

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.



CROSS REF.:
1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

ADOPTED:
March 15, 2023

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:
105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3. 5 ILCS 120/7.3, Open Meetings Act. 23 Ill.Admin.Code§§1.310, 1.705, and 25.355.

CROSS REF:
2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethis; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

ADOPTED:
March 15, 2023

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. If designated as a principal, the recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF.:
105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A. 23 Ill.Admin.Code§§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF:
3:60 (Administrative Responsibility of the BUilding Principal), 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence).

ADOPTED:
October 16, 2017

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board, upon the recommendation of the Superintendent, employes the Building Principal as the general administrator and instructional leader of the school. The primary responsibility of a Building Principal is the improvement of instruction. The building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, The Superintendent or designee shall evaluate each Building Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent.*

LEGAL REF.:
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15. 10 ILCS 5/4-6.2, Election Code. 105 ILCS 127/, School Reporting of Drug Violations Act. 23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.:
3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Preofessional Conduct; and Conflict of Interest), 5:150 (Personal Records), 5:290 (Employement Termination and Suspensions)

ADOPTED:
March 15, 2023

General School Administration

Exhibit - Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security

The Building Principal shall comply with all State law reporting and notice requirements for Principals. Compliance with the State law reporting and notice requirements is required by Board policy 3:60, *Administrative Responsibility of the Building Principal,* in its mandate to "perform all duties as described in State law." The specific statute identified in the following tables should be checked for current requirements. The lists of required reports and notices may not be exhaustive.

Events Requiring Reports Concerning School Safety and Security	Resources
A student or other person poses a clear and present danger to himself, herself, or others. This report is made to the Ill. State Police (ISP) within 24 hours after the Principal makes this determination. This report is required by the Firearm Concealed Carry Act (430 ILCS 66/105), and the Mental Health and Development Disabilities Code (405 ILCS 5/6-103.3). The Principal may delegate making reports concerning students, but not otherwise. *Clear and present danger* is defined in 430 ILCS 65/1.1, as a person who: (1) Communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or (2) Demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, or qualified examiner; school administrator, or law enforcement official. ISP rules implementing this duty to report are	The ISP posted information and instructions at: www.dhs.state.il.us/page.aspx?item=38026#a_toc2 The reporting form is at: isp.illinois.gov/StaticFiles/docs/FSB/FOID%20Appeal%20Forms/ClearAndPresentDanger.pdf 3:60, *Administrative Responsibility of the Building Principal* 7:340, *Student Records* 7:340-AP1, *School Student Records*

found in 20 Ill.Admin.Code §1230.120(b), and state: b) Law enforcement officials and school administrators shall report determinations of a clear and present danger directly to the Department [ISP]. The Department shall make a form and instruction for the reporting available to law enforcement officials and school administrators on its website. (1) Clear and present danger reporting shall be used by the Department to identify persons who pose an actual, impending, or imminent threat of substantial bodily harm to themselves or another person that is articulable and significant or who will be likely to act in a manner dangerous to public safety or contrary to the public interest if they were graned access to a weapon. (2) Clear and present danger reporting shall be made consistent with the Family Educational Rights and privacy Act (20 USC 1232g) to assist the Department with protecting the health and safety of the public by denying persons who present a clear and present danger from having lawful access to weapons.	
A student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability. This report is made to the Ill. Dept of Children and Family Services (DCFS) Immediately upon suspicion or receipt of knowledge. The DCFS Child Abuse HOtline is 800/25-ABUSE or 217/524-2606. In addition to the Principal, all school personnel are required to make this report. A staff member should inform the Principal should inform the Superintendent of any report made. This deport is required by the Abused and	Information and directions are available from DCFS at: www.state.il.us/dcfs/child/index.shtml 5:90, *Abused and Neglected Child Reporting* 7:190-AP6, *Administrative Procedure-Guidelines for Investigating Sexting Allegations*

Neglected Child Reporting Act (325 ILCS 5/), and the Dept. of Human Services Act (20 ILCS 1305/). A knowing and willful failure to make the report to DCFS is a Class A misdemeanor for the first violation and a second or subsequent violation is a Class 4 felony. 325 ILCS 5/4.	
Child pornography is discovered on electronic and information technology equipment. This report is made immediately to local law enforcement, or the National Center for Missing and Exploited Children's CyberTipline 800/843-5678 or online at: www.CyberTipline.com According to 325 ILCS 5/4.5, *Electronic and information technology equipment* means, equipment used in the creation, manipulation, storage, display, or transmission of data, including internet and intranet systems, software applications, operating systems, video and multimedia, telecommunications products, kiosks, information transaction machines, copiers, printers, and desktop and portable computers. (Italics added.) An electronic and information technology equipment worker or the worker's employer is required to make this report by 325 ILCS 5/4.5. Failure to make this report is business offense subject to a fine of $1,001. Id. at 5/4.5(e).	5:90, *Abused and Neglected Child Reporting*
Hazing resulted in bodily harm to any person. This report is required when a Principal or other school personnel or volunteer observes hazing. This report is made to the Superintendent or other supervising authority or, in the event of death or great bodily harm, to law enforcement. 720 ILCS 5/12C-50.1. The Statute does not provide a deadline for making the report, but making the report immediately is prudent. Failure to report hazing is a Class B	5:90, *Abused and Neglected Child Reporting* 7:190, *Student Behavior*

misdemeanor and if the hazing resulted in death or great bodily harm the failure to report is a Class A misdemeanor. Id. at 5/12C-50.1(c).	
The person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of enrolling the student. The Superintendent or designee is required to make this report. The report is made to local law enforcement. 325 ILCS 50/5(b)(2) and 325 ILCs 55/5(b). This report is required by the Missing Children Records Act (325 ILCS 50/), and the Missing Children Registration Law (325 ILCS 55/).	7:50, *School Admissions and Student Transfers To and From Non-District Schools* 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*
The District receives notification from the ISP of the disappearance of a student currently or previously enrolled. The Superintendent or designee is required to make this report. The report must include flagged records pertaining to the student or knowledge about where the student may be located. 105 ILCS 50/5(a) and 325 ILCS 55/5(a). This report is required by the Missing Children Records Act (325 ILCS 50/), and the Missing Children Registration Law (325 ILCS 55/).	7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools.*
A drug-related incident occurred on school property , including any conveyance used to transport students, or within 1000 feet of the school. The Principal or designee is required to immediately notify the Superintendent. The Superintendent or designee is required to immediately report to local law enforcement. 105 ILCS 5/10-27.1B(b). 105 ILCS 127/2 also requires reporting to the municipal police dept. Or office of the country sheriff of the municipality or country where the school is located within 48 hours of becoming aware of the drug violation. 105 ILCS 127/2 sets forth specific drug violations that will trigger this duty to report; however, best practice suggests reporting	3:60, *Administrative Responsibility of the Building Principal* 4:170-AP1, *Comprehensive Safety and Security plan,* Letter J. Required Notices

any drug violation. This report is required by the School Reporting of Drug Violations Act (105 ILCS 127/).	
The safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity. If this occurs, the Principal is required to utilize the resources of proper law enforcement agencies. 105 ILCS 5/10-21.4a.	3:60, *Administrative Responsibility of the Building Principal* 7:190, *Student Behavior*
A student committed a criminal offense. The Superintendent or designee is required to make this report. This report is made to local law enforcement agencies as part of a reciprocal reporting system between the School District and local law enforcement agencies. No specified time period is stated in the statue. A reciprocal reporting system is required by 105 ILCS 5/10-20.14.	2:150, *Committees* 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*
A person on school grounds possesses a firearm. This report is made by the Principal or designee to local law enforcement immediately after receiving a report of a person on school grounds possessing a firearm. The Principal or designee must also notify the Superintendent, and the Superintendent or designee must also immediately report to local law enforcement. These reports are required by 105 ILCS 5/10-27.1A, amended by P.A. 102-197. A knowing and willful failure to make the report is a petty criminal offense for the first violation and a second or subsequent violation is a Class C misdemeanor. Id.	7:190, *Student Behavior* 4:170-AP1, *Comprehensive Safety and Security Plan* Letter J. Required Notices
A staff member is attacked. This report is made by the Principal or designee to the Superintendent or designee. The Superintendent or designee will immediately report to local law enforcement and will report to ISBE through its web-based School Incident Reporting System as incidents occur during the school year and no later than August 1 for the preceding school year. 105 ILCS 5/10-21.7, amended by P.A. 102-894.	4:170-AP1, *Comprehensive Safety and Security Plan,* Letter J. Required Notices

A student engaged in aggressive behavior. The Superintendent or designee is required to make this report. This report is made to the parent/guardian of a student who engaged in aggressive behavior including, without limitation, bullying. 105 ILCS 5/10-20.14(d). No specific time period is stated in the statute.	7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* 7:190, *Student Behavior* 7:190-E1, *Aggressive Behavior Reporting Letter and Form*
Human Trafficking Hotline The Superintendent or designee ensures the Ill. Dept. of Human Services' notice is posed in conspicuous and accessible locations such as administrative offices or other locations in view of school employees. This notice is required by the Human Trafficking Resource Center Notice Act (775 ILCS 50/).	Notice available for download at: www.dhs.state.il.us/page.aspx?item=82023.
Lead in Drinking Water. If samples from any drinking water lead test performed in any District school(s) exceed five parts per billion, the Superintendent or designee provides notification of the sampling results to the parents or guardians of all enrolled students. This notification is required by 225 ILCS 320/35.5(c)(3).	4:170, *Safety*
Sex Offender Information is Available This notice is provided to the parents/guardians of students at either registration or parent-teacher conferences. Either a Principal or teacher shall notify the parents/guardians that information about sex offenders is available on the ISP website. 730 ILCS 152/120(g). This notice is required by the Sex Offender Community Notification Law (730 ILCS 152/120).	4:170, *Safety* 4:175-AP1, *Criminal Offender Notification Laws; Screening* 4:175-AP1, E1, *Informing Parents/Guardians About Offender Community Notification Laws.*

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and submitted to the School Board.

Superintendent (Principal with the assistance of the administrative assistant)

Principal (Superintendent will cover responsibilities with the assistance of designated staff)

CROSS REF.:
1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED:
March 15, 2023