

Book	Policy Manual
Section	2000 - Administration
Title	Concept and Roles in Administration
Code	2000
Status	Retired
Adopted	August 29, 1985
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Retired	June 14, 2022

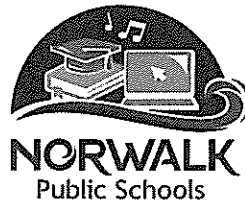
CONCEPT AND ROLES IN ADMINISTRATION

The administration of the Norwalk Public School System is responsible for directing and coordinating the administrative staff in realizing the mission, goals and objectives adopted by the Board of Education within the guidelines established by Board of Education policy, law and employee agreements.

To demonstrate leadership and to resolve the inevitable problems and obstacles which will arise both inside the school system and in its relations with the community, the Board of Education expects the administration to specialize in

1. the processes of decision-making and communication.
2. how to plan, organize, implement and evaluate.
3. how to coordinate and guide the various centers of power within the school system and the community so as to enable people to do things together for education that they might never be able to do separately.

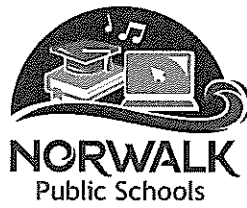
The Superintendent of Schools is encouraged to conduct the operations of the school system according to the management team concept.



Book	Policy Manual
Section	2000 - Administration
Title	Administrative Staff Organization
Code	2100
Status	Retired
Adopted	August 29, 1985
Last Revised	May 16, 1995
Retired	June 14, 2022

ADMINISTRATIVE STAFF ORGANIZATION

The Superintendent, in consultation with the Board of Education, shall organize the staff of the school system in a manner best suited to achieve its purposes. The Board of Education prefers a structure which establishes the Superintendent as a unitary executive responsible to the Board of Education, with lines of primary responsibility for all other employees clearly identified. There should, in addition, be provision for representative and deliberative groups of employees, students and community whose main function shall be to assist (1) in problem identification and solution, and (2) in evaluation of goal achievement.

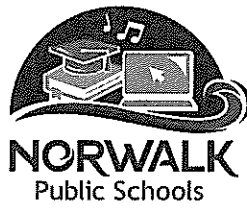


Book	Policy Manual
Section	2000 - Administration
Title	Line of Responsibility
Code	2121
Status	Retired
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LINE OF RESPONSIBILITY

Lines of responsibility in this school system shall, to the fullest extent, be structured so that

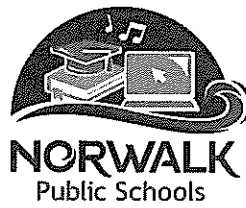
1. the administration shall be encouraged to work out the education most appropriate for the student.
2. responsibility shall flow simply and clearly to student through teachers, administrators and the Superintendent, from the Board of Education.
3. each member of the staff shall be told to whom he/she is responsible and for what functions.
4. whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
5. each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom the staff member is responsible.
6. each staff member shall be told to whom he/she can go for help in working out his/her own functions in the school system program.
7. each staff member shall be kept advised of the policies, functions and progress of the school system.



Book	Policy Manual
Section	2000 - Administration
Title	Job Descriptions
Code	2130
Status	Retired
Adopted	August 29, 1985
Last Revised	May 16, 1995
Retired	June 14, 2022

JOB DESCRIPTIONS

The Superintendent shall provide for the preparation and maintenance of job descriptions for all administrative personnel according to acceptable personnel practice. Such job descriptions shall be kept in an orderly fashion either in this or a separate manual.



Book	Policy Manual
Section	2000 - Administration
Title	Superintendent of Schools
Code	2131
Status	Retired
Adopted	August 29, 1985
Last Revised	January 20, 1987
Last Reviewed	May 16, 1995
Retired	June 14, 2022

SUPERINTENDENT OF SCHOOLS

The Board of Education will, by majority vote elect and fix the term of office (not to exceed three years) and the salary of the Superintendent who shall serve as chief executive officer of the Board and who shall have authority and responsibility for the supervision of the school system.

The Board of Education may not allow a Superintendent to assume the duties and responsibilities of the position until the Board receives written confirmation from the Commissioner of Education that the person to be employed is properly certified.

The Board of Education must submit to the Commissioner the name and address of the candidate within seven days of the decision of a person to accept the election as the new Superintendent of Schools.

The Commissioner shall inform the Board of Education, in writing, of the certification status of the candidate within fourteen days after receiving the name of the candidate from the Board of Education.

At the request of the Superintendent at the time of employment or reemployment, the Board shall provide a written contract of employment which shall include, but not be limited to, salary, employment benefits, and term of office of such Superintendent.

As required by law, the Superintendent shall, at least three weeks before the annual town meeting, submit to the Board an annual report of the proceedings of the Board and of the condition of the schools, with plans and suggestions for their improvement.

The Board of Education may employ an acting superintendent, properly certified or not, for a specified period not to exceed ninety days with the approval of the Commissioner. Such time may be extended by the Commissioner for good cause shown.

Evaluation of the Superintendent

Each year the Board will evaluate the Superintendent in accord with guidelines and criteria mutually determined and agreed upon by both the Board and the Superintendent.

1. Relation to Board of Education

Except when matters pertaining to his/her own employment are under consideration, the Superintendent, unless excused by the Board, shall be present at all meetings of the Board and its committees. The Superintendent shall have the privilege of taking part in all deliberations.

The Superintendent shall prepare and submit to the Board recommendations relative to all matters requiring action by the

Board. The Superintendent shall place before the Board necessary and helpful facts, information and reports, and on matters requiring the technical assistance of specialists, the Superintendent shall be responsible for making available the advice of qualified persons. Payment for such services shall be approved in advance by the Board.

The Superintendent shall at all times keep the Board informed relative to the activities operating under the authority of the Board. The Superintendent shall inform the Board relative to the educational philosophy and practices in the schools.

2. Relation to Staff

a. Nomination of Employees

The Superintendent shall make it an object of paramount importance to secure competent teachers and other employees for the schools. For each vacancy he/she shall select the ablest and best qualified candidate available.

The election of an employee of the Board shall be valid only if made on the nomination of the Superintendent.

The Board at its discretion may reject any nomination made by the Superintendent. In the case of such rejection, it shall become the duty of the Superintendent to make another nomination as soon as practicable.

b. Assignment and Transfers

The Superintendent shall make such assignments and such transfer in assignment of employees (in harmony with existing employee agreements) as the interest of the service may require, reporting his/her action to the Board for information and record.

c. The Superintendent shall report to the Board the case of any employee whose service is unsatisfactory. He/she shall recommend to the Board what he/she deems to be appropriate action.

The Superintendent shall make recommendations to the Board concerning any employee who in his/her judgment shall be dismissed or whose contract should not be renewed.

d. Staff Communication to the Board of Education

All communications to the Board or to any Committee of the Board from staff members shall be submitted through the Superintendent of Schools except as otherwise provided in the rules and regulations. All such communications shall be referred to the Board and to the proper committee at the next regular meeting by the Superintendent, with or without recommendations. Nothing in this paragraph shall, however, be construed as denying the right of any employee of the Board to appeal directly to the Board.

e. Meeting of the Employees

The Superintendent shall hold such meetings of teachers and other employees as he/she may deem necessary for the discussion of matters concerning the improvement and welfare of the schools.

3. Relation to Community

The Superintendent shall keep the public informed about educational practices, educational trends, and the practices and problems in the schools of the city.

Responsibilities

The Superintendent in his/her discretion may delegate to other employees of the Board the exercise of powers and the discharge of any duties imposed upon the Superintendent by those rules or by vote of the Board. The delegation of power or duty however shall not relieve the Superintendent of final responsibilities for the action taken under such delegation of power or duty.

a. Study of Education

The Superintendent shall keep informed by advanced study, by visiting school systems in other cities, by attendance at educational conferences and by other means, relative to modern educational thought and practices. He/she shall keep the Board informed concerning educational trends.

b. Study of Local Schools

The Superintendent shall continuously study problems confronting the schools, and from time to time shall present to the Board factual data with proper evaluation relative to such problems. Together with the staff, the Superintendent shall

continuously study and revise all curriculum guides and courses of study.

c. School Buildings and Sites

The Superintendent shall make recommendations to the Board of Education with reference to the following items relating to school buildings and sites:

1. The location and size of new school sites and of additions to existing sites
2. The location and size of new buildings on school sites
3. The plans for new school buildings
4. All appropriations for sites and buildings
5. Improvements, alterations and changes in buildings and the kind of equipment
6. Closing of school sites

d. Curriculum and Textbook Adoption

The Superintendent shall recommend to the Board for its adoption all courses of study, curriculum guides, major changes in texts and time schedules to be used in the schools, and shall also submit to the Board any radical departure from established policy or one which requires increased expenditures.

e. School Records

The Superintendent shall maintain adequate records for the schools, including a system of financial accounts, business and property records; and personnel, school population and scholastic records. He/she shall act as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

f. Transportation

The Superintendent shall make recommendations to the Board of Education concerning the transportation of students in accordance with the law and requirements of safety.

g. Use and Care of School Property for School Use

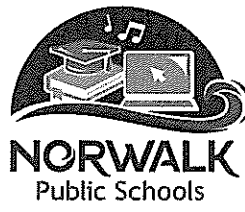
The Superintendent shall provide suitable instructions and regulations to govern the use and care of school properties for school purposes.

Common Council and the Board of Estimate and Taxation

The Superintendent of Schools or designated representative shall attend meetings of the Common Council and the Board of Estimate and Taxation, and other city agencies as may be required, when matters pertaining to the public schools appear on the agenda of the meetings of these official city bodies.

Legal Connecticut General Statutes 10-57 Superintendents. Relationship to local or regional board of ed.; Written contract of employment; evaluation of superintendent by Board of education (as amended by P.A. 85-54, An Act Concerning the Appointment of a Superintendent)

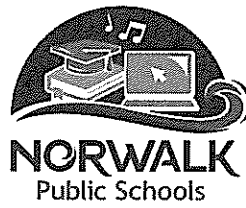
10-226 Reports to state board of ed. (amended by P.A. 85-54)



Book	Policy Manual
Section	2000 - Administration
Title	Administrative Leeway in Absence of Board of Education Policy
Code	2210
Status	Retired
Adopted	August 29, 1985
Last Revised	May 16, 1995
Retired	June 14, 2022

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD OF EDUCATION POLICY

In cases where emergency action must be taken within the school system and where the Board of Education has provided no guides for administrative action, the Superintendent shall have the power to act, but the Superintendent's decisions shall be subject to review by action of the Board of Education at its next regular meeting. It shall be the duty of the Superintendent to inform the Board of Education promptly of such action and the need for possible additional policies or revisions of existing policies.

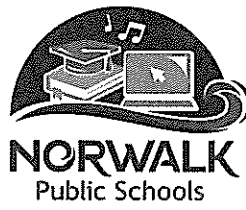


Book	Policy Manual
Section	2000 - Administration
Title	Representative and Deliberative Groups
Code	2220
Status	Retired
Adopted	August 29, 1985
Last Reviewed	May 16, 1995
Retired	June 14, 2022

REPRESENTATIVE AND DELIBERATIVE GROUPS

The Board of Education encourages the Superintendent and administrative staff to create and maintain appropriate mechanisms such as councils, cabinets and committees to

1. foster good communications within the staff.
2. allow each member of the staff to have a voice in the development of policies and in making of decisions affecting them.
3. establish reasonable and easily used avenues of communication for the public, the students, and the school system staff.



Book	Policy Manual
Section	2000 - Administration
Title	Policy Manual
Code	2231
Status	Retired
Adopted	August 29, 1985
Last Reviewed	May 16, 1995
Retired	June 14, 2022

Policy and Regulation System

POLICY MANUAL

Policy Manual

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board, the bylaws adopted by the Board, and the regulations of the administration. The Board policies, the Board bylaws, and the administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent which are adopted by the Board of Education. They serve as guides to the administration in development and implementation of regulations for operating the school system.

The superintendent must take the leadership in the policy-making process, by recognizing the need for specific policies and giving the Board proposed policy statements for consideration, modification and adoption. The Superintendent shall develop a regulation specifying the procedures by which policies will be developed and presented to the Board.

Regulations

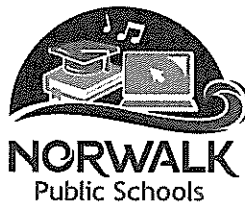
The Superintendent shall specify the required actions, and design the detailed arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the school system are to be designated as "regulations", and are to be placed in the school system policies and regulations manual. The regulations shall be presented to the Board before implementation in the school system, but the Board will not adopt a regulation unless requested to do so by the Superintendent or unless adoption is required by federal or state law. Administrative regulations must be consistent with the policies adopted by the Board of Education.

The Superintendent is responsible for development and implementation of the school system regulations. As a matter of good administrative procedure, the Superintendent should develop a system whereby staff members are involved in development of regulations in order to make certain that each regulation is complete, efficient, sufficient to the need, consistent with adopted Board policy, and capable of full implementation.

Bylaws

Bylaws are the rules governing the internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Superintendent will be directed to develop and present to the Board an effective new or modified bylaw for consideration, modification if necessary, and adoption. The same procedure used for development of policies shall be used

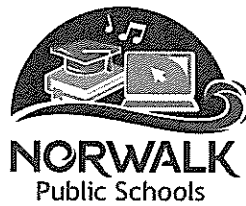
for development of bylaws.



Book	Policy Manual
Section	2000 - Administration
Title	Research, Evaluation and Planning
Code	2240
Status	Retired
Adopted	August 29, 1985
Last Revised	May 16, 1995
Retired	June 14, 2022

RESEARCH, EVALUATION AND PLANNING

The Board of Education endorses educational research which could improve the school system.



Book	Policy Manual
Section	2000 - Administration
Title	Research Studies in Norwalk Public Schools Regulation
Code	2240-R
Status	Retired
Adopted	August 29, 1985
Last Revised	May 16, 1995
Retired	June 14, 2022
Prior Revised Dates	01/20/1987;

RESEARCH, EVALUATION AND PLANNING REGULATION

Research Studies in Norwalk Public Schools

The main criteria by which a proposal is judged are as follows:

1. Value of the study for Norwalk Public Schools
2. The demand the study makes in terms of student and staff time
3. The extent to which the project disrupts the schools' regular routine
4. The ultimate value of the study for education

Procedures for Conducting Research Studies

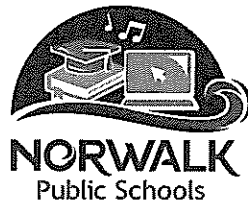
1. Submission of a detailed plan of study to the appropriate administrator(s).
 - a. Statement of the nature and purpose of the study, including copies of data collection form(s), test(s), instrument(s), and material(s) to be used;
 - b. Name of the person conducting the study and/or the sponsoring institutions;
 - c. Information which must be obtained from school records;
 - d. Amount and kind of assistance required of student and school personnel; and;
 - e. Time and duration of study.
2. Evaluation of the plan by the appropriate administrator(s) responsible for the area in which the study will be conducted.
3. Final approval and letter of authorization to all participants in the study.

Conditions

1. All participants in the study are to remain anonymous, including name of school system, school(s), student(s), and staff, unless written consent is obtained from the Superintendent of Schools.

2. All participants in the study are on a voluntary basis and no guarantee is made by the Norwalk Public School to obtain volunteers.
3. Written permission from parent/guardian must be obtained before students may participate in the study and before obtaining information from records.
4. A summary of the results of the study must be filed with the appropriate administrator.
5. The Norwalk Public Schools reserves the right to cancel the research project during any stage if the actual study deviates from the proposal and/or if the study becomes disruptive or controversial.

Proposed research projects not approved may be appealed to the Superintendent of Schools. On an annual basis, all authorized research studies and abstracts of final reports are to be represented to the Board for informational purposes.



Book	Policy Manual
Section	2000 - Administration
Title	Grant Processing
Code	2241
Status	Retired
Adopted	August 29, 1985
Last Reviewed	June 16, 1995
Retired	June 14, 2022

GRANT PROCESSING

The Norwalk Board of Education encourages the acquisition of grants from external resources for funding Board approved programs.

The Board and Superintendent will act on all grant proposals requiring such action.

The administration will develop regulations for the processing of grants.