

NORTHWEST COMMUNITY SCHOOLS

Administrative Operating Procedures

Administrative Decisions in the Absence of the Superintendent

- The HS Principal, Curriculum Director, and Business Office Manager will assist building administrators and department supervisors with decisions, and will have authority for any decisions impacting the entire district.

Administrative District Goals and Objectives

- The process and timeline for goals and objectives will be distributed and discussed at an administrative staff meeting in August.

American Flags in Classroom

- Principals are responsible for having flags in all classrooms in their building. As new flags are needed, requisitions are to be made through the office of the superintendent.

Board Meeting Attendance

- Principals are required to attend board meetings and present brief building updates.

Board Presentations

- All presentations (except regular building updates) that will be given to the Board of Education must be viewed and approved by the superintendent prior to the meeting.

Communicating Board Policies

- Administrators are responsible for communicating board policies to their respective staffs where applicable. For example, policies governing field trips, sexual harassment, weapons in schools, and other specific policies greatly impact school operations. These are to be communicated with appropriate personnel as needed.

Conferences

- Attendance at conferences is encouraged when the topic is consistent with a particular goal or project being addressed.
- No administrator is to attend a conference or request advanced registration or other fees without prior approval of their supervisor via a conference request form.
- Funds have been appropriated for principals and assistant principals for professional development.

Crisis Manual/Lock Down and Emergency Procedures

- During the 13-14 school year, a Crisis Manual was developed to address building and district response to a major conflict or tragedy. The Lock Down and

Emergency Procedures manual was updated in September 2014. Both manuals should be reviewed with and made available to all staff annually.

Divorced Parents Access to Children's School Records

- The school is required by law to provide both parents access to their child's school records – regardless of either parent's custodial rights unless specifically stated in court documents.

Emergency School Delay/Closing

- If school is to be delayed/closed for weather related or emergency conditions, the decision is usually made before 6:00 A.M. and will be announced on local TV, radio, social media, and email.
- When a two-hour delay is enacted, all staff is expected to report at their regular time or when it is safe to do so.
- The Child Care facility will be closed when school is cancelled.
- When school is cancelled, all evening activities in the elementary buildings and in the middle school are also cancelled. At the high school, evening activities will continue as scheduled, unless otherwise noted by approximately 1:30 P.M.
- On rare occasions, school may have to be dismissed during the day because of a power failure, lack of heat or water, or weather conditions. Such a closing would be announced through social media, email, and robo-calls. Elementary principals should advise parents to have an arrangement worked out with their child as to what he/she should do if such an occasion should arise when the parent is not home.
- Local Building Emergencies – Conditions at each school building may require that special conditions be created for each building (i.e. boiler failure, wind damage, etc.). Partial changes in schedule may be invoked to accommodate localized conditions. Should school be dismissed locally, all staff will remain to assist with the sending home of students. After the students have been sent home, the principal will advise the staff as to what other requirements are expected of them.

Fire Drills/Tornado Drills/Lock-Down Drills

- Building principals are responsible for conducting emergency drills as well as documenting them and submitting the information to the compliance manager. Five fire drills, two tornado drills, and three lockdown drills should be conducted each school year.

Flyer Distribution at Buildings

- Building principals are responsible for bringing informational flyers for district-wide distribution to the superintendent for review and approval prior to distribution.

Freedom of Information Act Requests

- Any requests for information under the Freedom of Information Act (FOIA) are to be communicated to the superintendent's office. There are strict timelines to which we must adhere and it is imperative that the central office be knowledgeable of the requests in order to meet those timelines.

Head Lice

- The school nurse will make the determination whether or not a student has an active case of head lice. Refer to Northwest Community School's Head Lice Prevention and Control Guidelines.
- Students with an active head lice infestation will be sent home from school. A parent will be notified to pick the student up from school, treat the hair, and remove the nits and lice before the student returns to school. The parent will be required to bring the student back to school for a re-entry exam of the hair.

Immunizations

- Students must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building principal or school nurse.
- Information on current student requirements will be distributed to all building secretaries annually.

Labor Law Posters

- Each building has been provided with laminated Federal and Michigan Labor Law posters. These posters must be displayed in areas where employees may readily see them such as a workroom or office.
- If posters are missing or need updating, please contact the compliance manager to order replacements.

Leave Without Pay

- The superintendent must approve all requests for leave without pay in advance unless it is for an extended amount of time. At that point, it would have to be approved by the Board of Education (See contract language).

Mileage Reimbursement

- Mileage reimbursement paid by our district is set by the current IRS rate per mile. When submitting paperwork, an attached copy of a map showing the distance to the destination is required. (maps.google.com or mapquest.com)

Open House/Conference Attendance

- Teacher attendance at open houses and conferences is considered mandatory. Principals are responsible for following up with any teacher failing to attend without a legitimate reason.

Principal Attendance at Board Meetings

- Principals are required to attend board meetings and present brief building updates.

Protective Services

- The following procedures are to be followed when personnel from protective services arrive to interview students:
 - PS Interview Form is to be filled out by the counselor or principal.
 - Verify Case Worker's ID
 - Discuss district representation in interview
 - Staff and PS worker sign interview form

Release of Students From School

- Only authorized people may pick up a student from school. A proper sign-out procedure should be in place in each building's office. The adult picking up the student should sign their name, reason for leaving, and the time. Office staff will check their identity and determine if they are authorized to pick up the student.
- At the high school level, non-adult students should have proper permission from a parent or guardian if they are leaving school in their vehicle.

Reporting Absences

- An administrator who is going to be absent is to contact his/her immediate supervisor or the supervisor's secretary in the event that the supervisor cannot be reached.

School Business Days

- School Business Day requests are to be submitted in accordance with building budget allocations and/or Title IIA funding.

School Cancellation During the Day

- If school is cancelled after the students arrive, staff is to remain in school and assist in supervision until dismissed by the building principal.

School Donations

- Authorization to accept donated goods may only be made by building or central office administrators. Principals are responsible for informing teachers of this policy. The superintendent is to be notified of any donations.

School Keys

- Initial swipe cards can be obtained from the administration office. Replacement swipe cards cost \$5.
- Notify the building administrator immediately of all lost/stolen keys. Keys are not to be duplicated by anyone other than the maintenance department. Lost keys will be made by the maintenance department and reissued to staff with a charge of \$5/key.

Section 504

- Section 504 is a part of the Rehabilitation Act of 1973, a civil rights statute forced on the prevention of discrimination. The purpose of Section 504 is to prohibit discrimination based on disability. Section 504 is often referred to as the first federal civil rights act protecting the rights of people with disabilities.
- It is Northwest Community School's responsibility to identify students with disabilities and evaluate them to determine whether they are eligible for Section 504 accommodations. Guidelines for this process can be found in the NWCS Section 504 Handbook.

Student Health Emergency Information

- Building Principals are responsible each fall for submitting copies of appropriate student health information to the transportation office as soon as the information is available.

Table and Chair Use

- Table and chair use for non-school purposes by community members for weddings, graduations, etc. is not permitted.

Teacher Supervision of Students

- Principals are responsible for periodically reminding their teachers that students are not to be left unsupervised except in an emergency situation.

Telephone Usage

- Employee use of personal cell phones is only allowed during emergencies, breaks and/or lunch.
- Long distance calls from school telephones are to be used for business purposes only.