

ADMINISTRATIVE TEAM EVALUATION

1. Each principal shall be held responsible for the general management and discipline of her/his school.
2. She/he may assign reasonable duties to teachers, and may make rules as necessary to maintain good order, and cleanliness in the school and on the grounds.
3. She/he shall report to the Superintendent all cases of teacher absence, with the reasons therefore, and shall make such other reports as may be requested by the Superintendent.
4. She/he shall hold fire drills as necessary, and as required by law.
5. She/he shall make such rules as necessary to secure efficient and proper use of books, supplies, furniture, and equipment.
6. Whenever police officials are interviewing students, a school representative, appointed by the principal, should be present during the interview. Parents should be kept informed of all procedures. If a request is made to the school officials to take a student to the police station for questioning, parents must be notified prior to granting permission.
7. Each principal shall make an annual report in June to the Superintendent of School, in writing of the work done in her/his school, and shall include recommendations for improvements, repairs, or changes, as deemed necessary or desirable.
8. Each principal is to study the condition of her/ his building and grounds periodically and maintain them as free from accident and fire hazards as possible. Requisitions for repairs to buildings are to be made promptly.

First Reading: March 17, 2010

Second Reading: April 7, 2010

Adopted: April 7, 2010