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ADMINISTRATION POLICIES  
(2000 SERIES)

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## Administration Policies

### Goals

The purpose of school administration is to focus on facilitating and assuring quality instruction for all students.

The Superintendent utilizes the total talents of the school system's personnel in pursuit of the goals of the Belmont Public Schools.

The Superintendent, Assistant Superintendent, Principals and all other administrators have the authority and responsibility necessary to carry out the duties of their specific administrative assignment. Each administrator is accountable for his/her administrative effectiveness.

## Superintendent

The Superintendent, as the Chief Executive Officer of the Belmont Public Schools, provides professional leadership, vision, initiative and resourcefulness in the administration and supervision of the public schools of the Town. The Superintendent maintains effective communication between and among the School Committee, the staff, parents and the community.

The Superintendent of Schools is selected by the School Committee, which determines his/her compensation. The Superintendent and the School Committee will enter into a written contract that meets the requirements of law and protects the rights of both the Superintendent and the School Committee.

The Superintendent is evaluated annually by the School Committee. This evaluation is based upon the Superintendent's job description, the goals and objectives set for the evaluation period and any applicable performance standards established by the Department of Elementary and Secondary Education.

The duties of the Superintendent are defined in his/her contract of employment, Belmont Public School policies, state law and regulations of the Massachusetts Department of Elementary and Secondary Education.

The job description for this position is on file in the Human Resources office.

### Legal References:

MGL 71: 59, 59B

603 CMR 35.00 et seq.

## Lines of Responsibility/Organizational Chart

The Superintendent has the authority to organize the administration of the Belmont Public Schools to insure appropriate supervision and accountability and provide for the efficient conduct of business throughout the system. The lines of responsibility within the system will be clearly delineated in an organizational chart prepared by the Superintendent for review by the School Committee. A copy of the organizational chart is available at the Superintendent's office.

The Superintendent will ensure that positions required by state law are filled. Where state law requires that a position be appointed or approved by the School Committee the Superintendent will ensure that such appointment or approval is appropriately obtained.

### Legal References:

MGL 71:59, 59B

MGL 71B: 3A

## Principals

Principals are the educational leaders of their schools. Principals, subject to the supervision and direction of the Superintendent, supervise the operation and management of their schools and property and evaluate all building level staff.

Each Principal, under the supervision of the Superintendent, will develop and implement appropriate guidelines and standards for student behavior and staff conduct to ensure a safe, supportive learning environment. All such guidelines will be consistent with Belmont Public School policies, state law and regulations of the Massachusetts Department of Elementary and Secondary Education.

Each Principal works cooperatively with other Belmont Public School administrators to ensure equity among schools and consistency of curriculum development and delivery.

The duties of Principals are defined in their contracts of employment, Belmont Public School policies, state law and regulations of the Massachusetts Department of Elementary and Secondary Education.

The job descriptions for these positions are on file in the Human Resources office.

### Legal References:

MGL 71:59B, 59C

71: 37H

## Development of Procedures

The Superintendent is responsible for the development and maintenance of administrative procedures. Such procedures shall be consistent with established Belmont Public School policy, and comply with relevant state and federal laws and regulations and with any applicable contracts. In developing procedures, the Superintendent may request or accept input from members of the school community. The interpretation of all policies and procedures is within the discretion of the Superintendent, subject to review by the School Committee.

Legal Reference:  
MGL 71:37, 59

### Administration in Absence of Policy

In the absence of established Belmont Public School policy, the Superintendent will assume responsibility for making necessary decisions, but such decisions will be subject to review and ratification by action of the Committee at its next regularly scheduled meeting. The Superintendent will promptly inform the Committee of such action and the School Committee will develop a policy if necessary.

## School Committee Review of Procedures

The School Committee will review procedures when required by specific state or federal laws or when the Superintendent considers such review and approval desirable.

The School Committee will recommend changes to a procedure only when, in the Committee's judgment they are inconsistent with policies adopted by the Committee.

Legal References:  
MGL 71:37



## Dissemination and Implementation of Policy and Procedures

The Superintendent insures that policies and procedures of the Belmont Public Schools are disseminated to all administrators, who are then responsible for informing staff in their buildings or departments of such policies and procedures, and for insuring appropriate implementation. All policies and procedures will be accessible to all members of the community. Members of the community may request a copy of a particular procedure through the Superintendent's office during normal business hours.

### Legal References:

MGL 71:37H

MGL 66:10

## Handbooks

Belmont Public Schools administrators and principals shall prepare and issue such staff and student handbooks as are required by state and federal laws or regulations, or as may be desirable. The content of all handbooks will conform to Belmont Public Schools policies and procedures and applicable state statutes and will be produced in a format appropriate to its audience. All handbooks must be approved by the Superintendent or designee.

The School Committee will approve handbooks if required by law or if requested by the Superintendent. All handbooks published by the Belmont Public Schools will be provided to the School Committee for informational purposes.

Legal Reference:  
MGL 71:37H