

**Section VII – Personnel  
Article VIII - Administration**

PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 7-8.1 PHILOSOPHY AND PURPOSE</b></p> <p>The purpose of school administration is to help create and to foster an environment in which students can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to better instruction and more effective learning, which will result in the development of worthwhile citizens who have the ability to think and who are capable of using their abilities wisely. One of the most important responsibilities that rest upon the administration is to select good teachers who will discover and develop abilities in students that might otherwise remain dormant.</p>	<p>2.01 <u>Philosophy and Purpose</u></p> <p>The purpose of school administration is to help create and to foster an environment in which pupils can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to better instruction and more effective learning, which will result in the development of worthwhile citizens who have the ability to think and who are capable of using their abilities wisely. One of the most important responsibilities that rests upon the administration is to select good teachers who will discover and develop abilities in pupils that might otherwise remain dormant.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
No changes suggested.	No changes suggested.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78.	
PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 7-8.2 LINES OF RESPONSIBILITY</b></p> <p>The division superintendent in administering this policy shall be guided by the knowledge that the School Board values the freest possible interchange of ideas outside the established framework of direct responsibility as pre-eminently desirable in the schools of Richmond. Nothing provided herein shall be interpreted as intending to interrupt the free and open flow of ideas and assistance among personnel at every level.</p> <p>The following principles shall govern the administrative operation of the school system:</p> <ol style="list-style-type: none"> <li>1. Responsibility shall flow simply and clearly from students through teachers, principals, and the</li> </ol>	<p>2.02 <u>Lines of Responsibility</u></p> <p>The superintendent in administering this policy shall be guided by the knowledge that the school board values the freest possible interchange of ideas outside the established framework of direct responsibility as pre-eminently desirable in the schools of Richmond. Nothing provided herein shall be interpreted as intending to interrupt the free and open flow of ideas and assistance among personnel at every level.</p> <p>The following principles shall govern the administrative operation of the school system:</p> <ol style="list-style-type: none"> <li>1. Responsibility shall flow simply and clearly from students through teachers, principals, and the superintendent to the school board.</li> </ol>

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<p>division superintendent to the School Board.</p> <ol style="list-style-type: none"> <li>2. Each member of the staff shall be told to whom he/she is responsible and for what functions.</li> <li>3. Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.</li> <li>4. Each staff member shall be told to whom to appeal in case of disagreement with the person to whom he/she is responsible.</li> <li>5. Each staff member shall be told to whom to go for help in working out his/her own functions in the school program.</li> <li>6. Each employee in the school system shall be responsible to the School Board through the division superintendent.</li> <li>7. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.</li> <li>8. Administrative officers shall refer such matters to the next higher administrator when necessary.</li> <li>9. Employees shall have the right to appeal any decision made by an administrative officer to the next high authority and through successive steps as provided in the appropriate appeal process.</li> </ol>	<ol style="list-style-type: none"> <li>2. Each member of the staff shall be told to whom he/she is responsible and for what functions.</li> <li>3. Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.</li> <li>4. Each staff member shall be told to whom to appeal in case of disagreement with the person to whom he/she is responsible.</li> <li>5. Each staff member shall be told to whom to go for help in working out his/her own functions in the school program.</li> <li>6. Each employee in the school system shall be responsible to the school board through the superintendent.</li> <li>7. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.</li> <li>8. Administrative officers shall refer such matters to the next higher administrator when necessary.</li> <li>9. Employees shall have the right to appeal any decision made by an administrative officer to the next high authority and through successive steps as provided in the appropriate appeal process.</li> </ol>
<p align="center"><b>Change(s)</b></p> <p>No substantive changes suggested.</p>	<p align="center"><b>Reason(s)</b></p> <p>No substantive changes suggested.</p>

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<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78.	
<b>PROPOSED POLICY</b>	<b>CURRENT POLICY</b>
<b>POLICY 7-8.3 ORGANIZATIONAL CHART</b>	2.03 <u>Organizational Chart</u>
The division superintendent shall prepare an organizational chart and distribute it to the School Board and to members of the school division staff for purposes of communication.	The superintendent shall prepare an organizational chart and distribute it to the school board and to members of the school division staff for purposes of communication.
<b>Change(s)</b>	<b>Reason(s)</b>
No changes suggested.	No changes suggested.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78.	
<b>PROPOSED POLICY</b>	<b>CURRENT POLICY</b>
<b>POLICY 7-8.4 DIVISION SUPERINTENDENT</b>	2.10 <u>Superintendent</u>
The division superintendent of schools shall be the chief executive and administrative officer of the School Board and shall have, in addition to the powers and duties specifically imposed on his office by statute, all executive and administrative powers or duties in connection with the conduct of the schools which are not required by statute to be executed directly by officer. The enumeration in this section or elsewhere in these policies of specific powers and duties shall not be construed to lessen responsibility for those duties of a general nature hereby imposed.  It shall be the responsibility of the division superintendent to direct and supervise the work of all the schools and employees of the School Board, and all such employees shall be responsible to the division superintendent in all matters, including those specifically assigned to a particular department, division, or official.	A. The superintendent of schools shall be the chief executive and administrative officer of the school board and shall have, in addition to the powers and duties specifically imposed on his office by statute, all executive and administrative powers or duties in connection with the conduct of the schools which are not required by statute to be executed directly by the board or by some other officer. The enumeration in this section or elsewhere in these policies of specific powers and duties shall not be construed to lessen responsibility for those duties of a general nature hereby imposed.  B. It shall be the responsibility of the superintendent to direct and supervise the work of all the schools and

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<p>employees of the school board, and all such employees shall be responsible to the superintendent in all matters, including those specifically assigned to a particular department, division, or official.</p> <p>It is the superintendent's responsibility under the direction of the school board to mobilize and coordinate all available resources in the development of an educational program designed to stimulate the best effort in all pupils.</p> <p>Other duties of the superintendent include the following:</p> <ol style="list-style-type: none"> <li>1. To enforce the policies of the school board;</li> <li>2. To prepare and submit the annual budgets for adoption by the school board;</li> <li>3. To approve and direct all expenditures within the appropriation adopted by the school board;</li> <li>4. To prepare the annual calendar for adoption by the school board;</li> <li>5. To attend meetings of the school board and its special committees and assist them in their deliberations;</li> <li>6. To make continuous study of the development and needs of the schools;</li> <li>7. To prepare reports to the school board on the conditions and needs of the schools;</li> <li>8. To acquaint the public with the activities and</li> </ol>	<p>It is the division superintendent's responsibility under the direction of the School Board to mobilize and coordinate all available resources in the development of an educational program designed to stimulate the best effort in all pupils.</p> <p>Other duties of the division superintendent include the following:</p> <ol style="list-style-type: none"> <li>1. To enforce the policies of the School Board;</li> <li>2. To prepare and submit the annual budgets for adoption by the School Board;</li> <li>3. To approve and direct all expenditures within the appropriation adopted by the School Board;</li> <li>4. To prepare the annual calendar for adoption by the School Board;</li> <li>5. To attend meetings of the School Board and its special committees and assist them in their deliberations;</li> <li>6. To make continuous study of the development and needs of the schools;</li> <li>7. To prepare reports to the School Board on the conditions and needs of the schools;</li> <li>8. To acquaint the public with the activities and needs of the schools;</li> <li>9. To cause a copy of the policies and regulations and a copy of any amendment thereto to be placed in the hands of or made available to each regular</li> </ol>
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<p>employee of the School Board;</p> <p>10. To cause to be prepared and printed for submission to the city manager, to the mayor of the City of Richmond, to the city council, and to any other person or organization requiring or desiring it, an annual report covering the many and various activities of the Richmond Public Schools; and</p> <p>11. To maintain or cause to be maintained accurate attendance records; the daily presence or absence of pupils to be recorded on a full-day basis.</p> <p>When any task is required to be done by the division superintendent, the doing of such task by any officer or employee to whom the responsibility has been delegated in the regular course of duty or by the direction of the division superintendent, respectively, shall be deemed to be the doing thereof by the division superintendent, except in such matters as by statute or by terms of any resolution of the School Board may not be delegated.</p> <p>The division superintendent shall meet the qualifications established by the State Board of Education and the School Board.</p>	<p>needs of the schools;</p> <p>9. To cause a copy of the policies and regulations and a copy of any amendment thereto to be placed in the hands of or made available to each regular employee of the school board;</p> <p>10. To cause to be prepared and printed for submission to the city manager, to the mayor of the City of Richmond, to the city council, and to any other person or organization requiring or desiring it, an annual report covering the many and various activities of the Richmond Public Schools; and</p> <p>11. To maintain or cause to be maintained accurate attendance records; the daily presence or absence of pupils to be recorded on a full-day basis.</p> <p>When any work or thing is required to be done by the superintendent, the doing of such work or thing by any officer or employee to whom the responsibility has been delegated in the regular course of duty or by the direction of the superintendent, respectively, shall be deemed to be the doing thereof by the superintendent, except in such matters as by statute or by terms of any resolution of the board may not be delegated.</p>
<p>C. <u>Qualifications</u></p> <p>The superintendent shall meet the qualifications established by the State Board of Education and the school board.</p>	<p>C. <u>Qualifications</u></p> <p>The superintendent shall meet the qualifications established by the State Board of Education and the school board.</p>
<p><b>Change(s)</b></p> <p>No substantive changes suggested.</p>	<p><b>Reason(s)</b></p> <p>No substantive changes suggested.</p>

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<p><b>Applicable Law:</b> Code of Virginia, 1950 as amended, §§ 22.1-59, 22.1-60, 22.1-63, 22.1-70.</p>	<p>Code of Virginia, Section 22.1-59. Qualifications of superintendent. Code of Virginia, Section 22.1-60. Appointment and term of superintendent. Code of Virginia, Section 22.1-63. Certain officers ineligible for or to hold office of superintendent. Code of Virginia, Section 22.1-70. Powers and duties of superintendent generally.</p>
<p><b>PROPOSED POLICY</b></p>	
<p><b>POLICY 7-8.5 PRINCIPALS AND ASSISTANT PRINCIPALS</b></p> <p><b>Principals</b></p> <p>The principal is the administrative and professional leader of the school, and as such is directly responsible to the division superintendent and/or his/her designee for its successful operation. The major effort of principals shall be in the field of educational leadership and supervision, with stress on the improvement of principals shall be in the field of educational leadership and supervision, with stress on the improvement of teaching and learning. To accomplish optimum results, the principal shall cooperate with parents, teachers, and pupils in planning and executing all phases of school activities.</p> <p>The principal shall make the decisions involving the activities and personnel of the school within the limits of policy established by the School Board and the regulations of the division superintendent. The principal shall develop and maintain a cordial relationship between the pupil's home and the school.</p> <p>The principal shall carry out administrative regulations designed to provide adequate physical conditions and an educational environment under which teachers and pupils work with staff in a cooperative manner. The principal shall stimulate the teacher to guide and direct the physical, mental, social, and emotional growth of the pupils.</p>	<p align="center"><b>CURRENT POLICY</b></p> <p>2.12      <u>Principals: Responsibilities</u></p> <p>The principal is the administrative and professional leader of the school, and as such is directly responsible to the superintendent for its successful operation. The major effort of principals shall be in the field of educational leadership and supervision, with stress on the improvement of teaching and learning. To accomplish optimum results, the principal shall cooperate with parents, teachers, and pupils in planning and executing all phases of school activities, both within and without the school.</p> <p>The principal shall make the decisions involving the activities and personnel of the school within the limits of policy established by the school board and the regulations of the superintendent. The principal shall develop and maintain a cordial relationship between the home and the school.</p> <p>The principal shall carry out administrative regulations designed to provide physical conditions and an educational environment under which teachers and pupils work with staff in a manner that results in an efficient and cooperative group of people. The principal shall stimulate the teacher to guide and direct the physical, mental, social, and emotional growth of the boys and girls.</p>

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<p><b>Assistant Principals</b></p> <p>Assistant principals shall, in the absence of the principal, assume responsibility for the operation of the school. They must make necessary emergency decisions involving pupils, teachers, or other personnel and shall perform such duties as may be prescribed by the principal and in his absence shall act as the executive officer of the school. When there is more than one assistant principal in a school, the principal shall designate the one who shall act as the executive officer in his absence.</p>	
<p style="text-align: center;"><b>Change(s)</b></p> <p>Proposed language regarding assistant principal's role is added to policy. <b>Applicable Law:</b> Code of Virginia, 1950, as adopted, §§ 22.1-253.13:5, 22.1-293</p>	<p style="text-align: center;"><b>Reason(s)</b></p> <p>Clearly defines role of assistant principal in the absence of principal. Code of Virginia, Section 22.1-293. School boards authorized to employ principals and assistant principals; certificate required; powers and duties.</p>
<p style="text-align: center;"><b>PROPOSED POLICY</b></p> <p><b>POLICY 7-8.6 REVIEW OF ADMINISTRATIVE DECISIONS</b></p> <p>All matters having to do with management of personnel of the school division shall first be discussed with the proper administrative officers and shall not be brought before the School Board until they have been reported to the division superintendent; except, however, that communications directed to the School Board through the division superintendent shall be presented by the division superintendent to the School Board. Any employee or group of employees may present matters to the School Board at the public information period consistent with the Policy 1-6.7.</p>	<p style="text-align: center;"><b>CURRENT POLICY</b></p> <p>2.07 <u>Review of Administrative Decisions</u></p> <p>All matters having to do with management of personnel of the school division shall first be discussed with the proper administrative officers and shall not be brought before the school board until they have been reported to the superintendent; except, however, that communications directed to the school board through the superintendent shall be presented by the superintendent to the board. Any employee or group of employees may present matters to the school board at the public information period consistent with the bylaws of the board.</p>

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<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes suggested.	No substantive changes suggested.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78.	
<b>PROPOSED POLICY</b>	<b>CURRENT POLICY</b>
<p><b>POLICY 7-8.7 ADMINISTRATIVE LEEWAY IN ABSENCE OF POLICY</b></p> <p>In cases where action must be taken within the school division where the School Board has provided no policy, the division superintendent shall have power to act, but decisions by the division superintendent shall be subject to review by action of the School Board at its regular meeting. It shall be the duty of the division superintendent to inform the School Board promptly of such action and of the need for policy.</p>	<p>2.06 <u>Administrative Leeway in Absence of Policy</u></p> <p>In cases where action must be taken within the school division where the board has provided no policy, the superintendent shall have power to act, but decisions by the superintendent shall be subject to review by action of the board at its regular meeting. It shall be the duty of the superintendent to inform the board promptly of such action and of the need for policy.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes suggested.	No substantive changes suggested.
<b>Applicable Law:</b> Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.	
<b>PROPOSED POLICY</b>	<b>CURRENT POLICY</b>
<p><b>POLICY 7-8.8 SCHOOL-BASED PLANNING AND MANAGEMENT</b></p> <p><b>Definition</b></p> <p>School-Based Planning and Management describes a collection of practices in which decisions most directly affecting the school are</p>	<p>2.13 <u>School-Based Planning and Management</u></p> <p>A. <u>Definition</u></p> <p>School-Based Planning and Management describes a collection of practices in which more individuals at the school level make decisions for the school. It is a process by which decisions most</p>



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<p>made at the building level by those persons affected by the decisions. It is a philosophy of management by which the individual school becomes a self-directed, responsible, and educationally accountable entity within the parameters approved by the School Board and division superintendent, and where decisions are economical, efficient and facilitate learning.</p> <p><b>Implementation of School-Based Planning and Management</b></p> <p>Pursuant to the Standards of Quality, the Standards for Accrediting Public Schools in Virginia, and the strategic goals of Richmond Public Schools, school-based planning and management shall be implemented in Richmond Public Schools.</p> <p><b>School-Based Planning and Management Teams</b></p> <p>Each school shall have a school planning and management team (SPMT) of at least 8 members. All segments of the school community shall be represented on the SPMT, including, but not limited to principals, teachers, parents, community representatives, support staff and students. Membership shall be balanced among all groups represented.</p> <p><b>Appointment of SPMT Members</b></p> <p>Each school principal shall appoint a maximum of two SPMT members. The appointed members will be counted as segments of the group(s) they represent. Other SPMT members shall be appointed by the groups they represent. The principal shall form a Planning Committee with one representative from each group to establish the composition of the SPMT, the number of representatives from each group, and the selection process to be used. Each school's PTA president and chief representative of the Richmond Education Association (REA) shall be a standing SPMT member and shall serve during his/her term of office.</p>	<p>directly affecting the school are made at the building level by those persons affected by the decisions. It is a philosophy of management by which the individual school becomes a self-directed, responsible, and educationally accountable entity within the parameters approved by the school board and superintendent, and where decisions are economical, efficient and facilitate learning.</p> <p><b>B. <u>Implementation of School-Based Planning and Management</u></b></p> <p>Pursuant to the Standards of Quality, the Standards for Accrediting Public Schools in Virginia, and the strategic goals of Richmond Public Schools, school-based planning and management shall be implemented in Richmond Public Schools.</p> <p><b>C. <u>School-Based Planning and Management Teams</u></b></p> <p>Each school shall have a school planning and management team (SPMT) of at least 8 members. All segments of the school community shall be represented on the SPMT, including, but not limited to:</p> <ul style="list-style-type: none"> <li>•principals</li> <li>•teachers</li> <li>•parents</li> <li>•community representatives</li> <li>•support staff</li> <li>•students</li> </ul> <p>Membership shall be balanced among all groups represented.</p> <p><b>D. <u>Appointment of SPMT Members</u></b></p> <p>Each school principal shall appoint a maximum of two SPMT members. The appointed members will be counted as segments of the group(s) they represent. Other SPMT members shall be appointed by the groups they represent. The principal shall form a Planning Committee with one representative from each group to establish the composition of the SPMT, the number of representatives from each group, and the selection process to be used. Each school's</p>
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<p><b>SPMT Bylaws</b></p> <p>Each SPMT shall develop bylaws which define the purpose of the SPMT and govern its operation in accordance with the administrative procedures established by the Administration.</p> <p><b>Duties and Responsibilities of the SPMT</b></p> <p>Each SPMT shall develop a three-year School Improvement Plan (SIP) which shall be approved by the division superintendent and shall be responsible for achieving all division-wide goals and reporting student progress.</p> <p><b>Implementation</b></p> <p>The administration shall develop a “School Improvement Planning Guide” for the implementation of this policy.</p>	<p>PTA president and chief representative of the Richmond Education Association (REA) shall be a standing SPMT member and shall serve during his/her term of office.</p> <p>E. <u>SPMT Bylaws</u></p> <p>Each SPMT shall develop bylaws which define the purpose of the SPMT and govern its operation in accordance with the administrative procedures established by the Administration.</p> <p>F. <u>Duties and Responsibilities of SPMTs</u></p> <p>SPMTs shall develop a three-year School Improvement Plan (SIP) which shall be approved by the superintendent and shall be responsible for achieving all division-wide goals and reporting student progress.</p> <p>G. <u>Implementation</u></p> <p>The administration shall develop a “School Improvement Planning Guide” for the implementation of this policy.</p>
<p align="center"><b>Change(s)</b></p> <p>No substantive changes suggested.</p> <p><b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78</p>	<p align="center"><b>Reason(s)</b></p> <p>No substantive changes suggested.</p>
<p align="center"><b>PROPOSED POLICY</b></p>	
<p><b>POLICY 7-89 COMMUNICATIONS WITH STAFF</b></p> <p>The division superintendent shall issue such administrative bulletins, circulars, manuals or booklets of instruction as may be deemed necessary for the effective operation of the schools, consistent with the policies of the School Board, and shall distribute them to the employees directly concerned who shall be bound by them.</p>	<p align="center"><b>CURRENT POLICY</b></p> <p>2.04 <u>Communications with Staff</u></p> <p>The superintendent shall issue such administrative bulletins, circulars, manuals or booklets of instruction as may be deemed necessary for the effective operation of the schools, consistent with the policies of the board, and shall distribute them to the employees directly concerned who shall be bound by them.</p>

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		<b>Reason(s)</b>
No substantive changes suggested.		No substantive changes suggested.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78		

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<b>PROPOSED POLICY</b>		<b>CURRENT POLICY</b>	
<b>POLICY 7-8.12 TRAVEL EXPENSES</b>	Necessary travel expenses for administrators to attend conventions, conferences, and such other meetings that benefit the school division, shall be budgeted for and paid by the School Board. The division superintendent shall develop regulations governing approval of and payment for such expenses.	2.08 <u>Travel Expenses</u>	Necessary traveling expenses for administrators to attend conventions, conferences, and such other meetings as shall benefit the school division shall be budgeted and paid by the school board. The superintendent shall promulgate regulations governing approval of and payment for such expenses.
	<b>Change(s)</b>		<b>Reason(s)</b>
	No substantive changes suggested.		No substantive changes suggested.
	<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78		