

**BOARD OF SCHOOL TRUSTEES
FORT WAYNE COMMUNITY
SCHOOLS CORPORATION**

ADMINISTRATION
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1100 CORPORATION ORGANIZATION

The Superintendent shall continually monitor the effectiveness of the Corporation organizational plan and modify it in the best interests of students, Corporation resources, and District goals.

1113 SCHOOL DIRECTORY

The School Board authorizes the Superintendent to prepare a school directory annually, and it shall contain the names, assignments, addresses, and telephone numbers of all professional and support staff as well as the Board and Superintendent, and shall include e-mail addresses of the Board.

Directories shall be available to all Corporation personnel, but shall not be available to individuals and/or firms for commercial or private gain unless, in the judgment of the Superintendent, such distribution will be of a direct educational benefit to the staff or students.

1130 EMPLOYEE CODE OF ETHICS

The maintenance of high standards of honesty, integrity, impartiality, and professional conduct by School Corporation employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School Corporation.

To accomplish this, the School Board has accepted and adopted the following Employee Code of Ethics:

We, the employees of Fort Wayne Community Schools, believe in the worth and dignity of each human being, recognize the importance of excellence, and accept our role as educational leaders in the community. We acknowledge that, as employees in the field of public education, we shall hold to the highest of ethical and professional standards. Respect and confidence among students, parents, members of the community, and colleagues provide incentive to maintain the highest degree of ethical conduct. As valued employees, we understand the magnitude and importance of always conducting ourselves in an ethical and professional manner with a commitment to continual self-improvement for the purpose of increasing student achievement.

To that end, we will:

- Make the well-being of students the fundamental value in all decision making and actions;
- Make reasonable efforts to protect students from conditions harmful to learning or to health and safety;
- Fulfill all responsibilities with honesty, truthfulness and integrity;
- Conduct ourselves in ways that foster and encourage openness, accountability and personal responsibility;
- Recognize and respect diversity of our students, staff and community.
- Safeguard the rights of all others from abuse, violence and discrimination, regardless of personal characteristics;
- Follow the policies and rules of the school corporation and obey local, state and national laws;
- Demonstrate commitment to our role as educational leaders and role models through our language, dress and behavior;
- Protect each person's right to a quality public education;
- Cultivate and support an environment that fosters teamwork, communication and collaboration among students, staff, parents and the community;
- Refrain from using position for personal economic advantage that would create, or appear to create, a conflict of interest; and
- Create an atmosphere that encourages communication without fear of retaliation.

1210 BOARD – SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without first receiving and considering the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrator of the School Corporation, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities.

To guide the Superintendent in determining the pattern of his/her administrative operations, the Board offers the following statement of intent:

- A. The Board will clarify and establish goals for the District, weigh and adopt policies to guide the professional staff, appraise results achieved in relation to the goals, and perform only such administrative functions as required by law and State regulations.
- B. The Board wishes to work collaboratively with the professional staff, residents of the District and students and their parents.

However, the Board encourages and expects all individuals and groups to respect and follow the administrative organization of the District on all policy and operational matters.

- C. The Board encourages the Superintendent to keep abreast of and to apply the best-known administrative concepts and procedures designed to harness the talents of the District's personnel in enthusiastic pursuit of the schools' goals.

1220 EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of this Corporation in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools shall be vacant, the Board shall appoint a Superintendent as Chief Executive Officer and fix his/her salary and term of office which is mutually agreeable but shall be no less than three (3) years.

No person may be employed as Superintendent of this Corporation unless s/he holds all qualifications as required by Indiana law and has signed an employment contract with the Board.

I.C. 20-28-8-6; 20-26-5-4(b); 511 IAC 15-6-29

1230 RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent of Schools shall strive to achieve Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation.

Duties and Responsibilities

The Superintendent:

- A. serves the Board of School Trustees as the Chief Executive Officer administering the District in accordance with State laws and Board policies; develops and administers procedures for school operations within the scope of Board policies;
- B. provides the intellectual and academic leadership for the District on all matters in order to provide the best possible educational opportunities for all students;
- C. recommends or causes to be recommended to the Board for its action all items concerned with the current and future operations of the District including but not limited to the employment, assignment, and retention of all certified and classified personnel, building and finance programs, annual budget, and curriculum including instructional materials; and
- D. continuously appraises and improves all facets of the District consistent with the goals and objectives established by the Board.

1230.01 DEVELOPMENT OF PROCEDURES

The School Board delegates to the Superintendent the function of designing and implementing procedures under which the Corporation will operate. These procedures shall be consistent with the policies adopted by the Board.

The Board itself will formulate and adopt procedures only when required by law, and when the Superintendent recommends Board adoption.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these procedures and handbooks are not inconsistent with Board policies, or with federal/state law, they will be considered an extension of policy and binding upon all employees and students.

1230.04 LINES OF RESPONSIBILITY

The Superintendent shall keep the Board apprised of the organizational structure of the Corporation.

Each employee in the Corporation is responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board, and the Superintendent shall establish a grievance process for resolving employee issues.

The Central Office administrative staff is responsible for overall, Corporation-wide educational leadership for coordinating the educational program within policy established by the Board. All Corporation-wide services emanate from the Central Office. The line of authority from the Central Office to the schools is through the principals.

The principal of each school is the responsible administrator in the building. All personnel, both professional and classified, who work in the school either on a full-time or part-time basis are responsible administratively to the principal. All contacts with building personnel, professional or classified, are made through the principal's office.

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

- A. foster good communications within the staff;
- B. allow each member of the staff to have a voice in the development of procedures and in the making of decisions affecting them; and
- C. foster a feeling of responsibility in staff members.

1230.05 EMERGENCY ACTION

In cases where emergency action must be taken within the School System and where the Board has provided no policy, the Superintendent shall have power to act, but his/her decision may 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 prior to taking such action to the extent practicable under the circumstances.

1240 EVALUATION AND RETENTION OF THE SUPERINTENDENT

The School Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the Corporation with the best possible leadership. The evaluation of the Superintendent shall be in accordance with his/her contract, and the specific terms of the evaluation shall be confidential to the extent allowed by law to encourage open communication between the Board and the Superintendent.

The School Board has an obligation to employ professional leadership that is best trained and equipped to meet the goals of the District and the educational needs of the students. It shall meet that obligation by retaining only a highly-qualified person as Superintendent for this Corporation.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the President according to procedures outlined by law and included in his/her contract.

1260 INTERIM OR ACTING SUPERINTENDENT

INCAPACITY

It is the legal duty of the School Board to appoint a temporary or acting Superintendent by a majority vote of the Board upon determination by the Board that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary Superintendent who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract, whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a majority vote of the Board.

RESIGNATION OR DEATH

In the event of sudden resignation or death of the Superintendent, the Board must similarly appoint a temporary or acting Superintendent by majority vote. Until the Board can make that appointment, the executive power of the Corporation may be exercised by the Superintendent's deputy, if one exists, or by the highest officer or officers of the Corporation in the position having responsibility for the decision, and in consultation with the President of the Board.

SUSPENSION

The Board may suspend the Superintendent with pay pending a decision on the Superintendent's employment, and if it does so must similarly appoint a temporary or acting Superintendent.

1400 JOB DESCRIPTIONS

The School Board authorizes the Superintendent to maintain job descriptions that shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined by the Superintendent.

1500 NONDISCRIMINATION POLICY

FWCS does not tolerate the unjust or prejudicial treatment of any individual or group's actual or perceived race, color or ethnic group, religion or religious practice, national origin, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability or any other basis prohibited by state or federal law.

The immediate remedy for any act of discrimination shall be to end it, treat the individual equitably, and, as much as practically possible, to eradicate any effects of discrimination.

Discipline should be imposed where appropriate.

The Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act and ADA Amendments Act of 2008 (42 USCS § 12101, et seq.)