

CHAPTER 3
ADMINISTRATION
Article 1
Administrative Responsibilities

Section 3-1.1. Administrative Responsibilities Generally. —A. The chief administrative officer for Suffolk Public Schools is the superintendent of schools. The superintendent is responsible for the direction, leadership and coordination of students and staff in their efforts to reach educational goals adopted by the School Board. The administration must be based upon positive human relationships in order to serve as the keystone to the effective operation of the entire educational system. Without such a base, Suffolk Public Schools will lack that uniting force which makes everybody in the organization feel important, regardless of the tasks or duties which he or she is discharging, be they professional or support services.

B. The School Board expects the administration to specialize in:

1. The processes of decision-making and communication.
2. Planning, organizing, implementing, and evaluating educational programs.
3. The coordination of various centers of power within Suffolk Public Schools so as to enable people to do the things together for education that they might never be able to do separately.
4. The demonstration of leadership.
5. The development and maintenance of close working relationships and channels of communication within the school system and community.
6. The prevention of misunderstandings and development of cooperation toward attaining the educational goals adopted by the School Board. (Adopted January 1, 1995)

Legal Authority - Virginia Code §22.1-70 (1950), as amended.

Section 3-1.2. Qualifications and duties of the superintendent. —A. The candidate for superintendent shall meet the qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel.

Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and business administration. Eligibility shall be limited to individuals whose records indicate they possess the following attributes: (a) good character; (b) management talent; (c) leadership; (d) knowledge of school law; (e) understanding of special education; (f) outstanding ability in career and technical and academic education.

B. The position of Superintendent is a performance based position with remuneration directly dependent on the achievement of the performance goals and standards established by the School Board and the School Board's evaluation of the superintendent.

C. Major Duties include the following:

1. Serves as chief executive officer for Suffolk Public Schools and is responsible for
 - (a) attending School Board meetings.
 - (b) implementing policies of the School Board
 - (c) reporting to the School Board about the status of programs, personnel and the overall operation of Suffolk Public Schools
 - (d) recommending actions to the School Board
 - (e) communicating as liaison between the School Board and school personnel
 - (f) assisting the School Board chairman in developing and distributing notices and agenda of meetings of the School Board
2. Acts as the educational leader of the schools by
 - (a) supervising the principals and assistant principals
 - (b) overseeing planning and evaluation of curriculum and instruction
 - (c) developing for approval by the School Board procedures for adopting textbooks and other instructional materials
 - (d) visiting schools on a regular basis

- (e) maintaining a current knowledge of developments in curriculum and instruction
3. Enforces school laws and regulations by
- (a) observing such directions and regulations as the Superintendent of Public Instruction or Board of Education may prescribe
 - (b) making reports to the Superintendent of Public Instruction whenever required
 - (c) distributing promptly all reports, forms, laws and regulations which may be received from the Superintendent of Public Instruction
 - (d) enforcing school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education
 - (e) preparing and maintaining administrative procedures, guidelines and regulations to be used to implement School Board policy. If School Board action is required by law or the School Board has specifically asked that certain types of regulations be given prior School Board approval, these regulations and guidelines shall be placed in the School Board policy manual. The administrative procedures, guidelines and regulations shall be discussed with the staff and made available for their information
4. Overseeing staff personnel management by

- (a) organizing recruitment of personnel
 - (b) reassigning personnel to schools and offices
 - (c) insuring the administration of personnel policies and programs
 - (d) supervising the evaluation of personnel
 - (e) providing for maintenance of up-to-date job descriptions for all personnel
5. Overseeing facility management by
- (a) preparing long and short-range plans for facilities and sites
 - (b) insuring the maintenance of school property and safety of personnel and property
 - (c) inspecting school property on a regular basis
 - (d) approving the utilization of school property
 - (e) monitoring any construction, renovation and demolition of school facilities
 - (f) representing Suffolk Public Schools before local or state agencies which control building requirements or provide financing for buildings
 - (g) Closes public school buildings which appear to him to be unfit for occupancy
6. Overseeing financial management by
- (a) preparing the budget for School Board approval
 - (b) insuring that expenditures are within the limits approved by the School Board
 - (c) reporting to the School Board on financial condition of Suffolk Public Schools
 - (d) establishing procedures for

- procurement of equipment and supplies
 - (e) Ensuring that an accurate record of all receipts and disbursements of school funds is kept
- 7. Directing community relations activities by
 - (a) articulating educational programs and needs to the community
 - (b) responding to concerns expressed in the community
 - (c) maintaining contact with the news media
 - (d) participating in community affairs
 - (e) involving the community in planning and problem solving for Suffolk Public Schools
- 8. Overseeing pupil personnel services by
 - (a) monitoring pupil personnel services
 - (b) insuring adequate pupil record system
 - (c) implementing policies and programs relating to behavior and discipline of pupils
 - (d) maintaining programs for health and safety of pupils
 - (e) communicating as liaison between Suffolk Public Schools and community social agencies. (Adopted June 8, 1995; Revised November 16, 1995; Revised March 14, 2013; Ordinance Number 12/13-17; Effective Date: July 1, 2013)

Note: The **2013** revision deleted the following language in subsection A, “The candidate for superintendent shall meet the qualifications as set forth in Licensure Regulations for School Personnel, effective July 1, 1993, Section 8.1. Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and business administration” and the following language was inserted in its place, “The candidate for superintendent shall meet qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel. Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and business administration.” The following language was also inserted in subsection A, “Eligibility shall be limited to individuals whose records indicate they possess the following attributes.” Under the heading “Major Duties” Subsection

C.1.a “attending School Board Meetings” was added as a major duty of the school superintendent. Under the heading “Enforces school laws and regulations,” subpart (d) was revised by deleting at the end of this subpart the following language “When such decisions are not complied with, the superintendent shall inform the Superintendent of Public Instruction.” Under the heading “Overseeing staff personnel management” subpart (g) was revised by deleting language at the beginning of this subpart which read “condemns school buildings as provided by law when such school buildings are not safe and may endanger the health of pupils” and inserted in its place the following language “Closes public school buildings which appear to him to be unfit for occupancy.” Under the heading “Overseeing financial management” the words “for School Board approval” was added to subpart 6.a, and the following language was deleted from the beginning of subpart 6.e, which read “inspecting accounts of the clerk of the School Board from time to time to see that such accounts are correctly kept and all school funds are properly applied” and the following language was inserted in its place “Ensuring that an accurate record of all receipts and disbursements of school funds is kept.”

Legal Authority - Virginia Code §22.1-70 (1950), as amended.

Section 3-1.3. Appointment and term of superintendent; Failure to appoint by School Board; List of candidates submitted to State Board of Education; Contract to be negotiated by School Board.—

A. The School Board appoints the superintendent from the list of eligible candidates certified by the Board of Education and determines the term of the superintendent’s term expires on June 30. The superintendent serves an initial term of not less than two years nor more than four years. At the expiration of the initial term, the superintendent is eligible to hold office for the term specified by the School Board, not to exceed four years.

B. When there is a vacancy in the office of superintendent, the School Board will have 180 days to fill the vacancy. If the School Board has not appointed a superintendent within 120 days of a vacancy, it will submit a written report to the Superintendent of Public Instruction demonstrating its efforts to make an appointment and containing a status report with a timeline for making the appointment prior to the 180-day deadline. If the School Board fails to appoint a superintendent within 180 days of a vacancy, the School Board will immediately notify the Virginia Board of Education, in writing, of its failure to do so, and the Virginia Board of Education will appoint a superintendent for the division.

C. When the time period for the appointment of a superintendent by the School Board has expired, the School Board will have 30 days in which to submit, in writing to the Virginia Board of Education, its preferred candidate(s), not to exceed three, for the position of superintendent. The Virginia Board of Education may authorize the State Superintendent of Public Instruction to conduct the search for a division superintendent.

D. If the Virginia Board of Education appoints a superintendent, the superintendent’s contract will be negotiated by the School Board. (Adopted: June 8, 1995; Revised: February 14, 2008; Ordinance Number 07/08-2; Effective Date: February 14, 2008; Revised April 14, 2016; Ordinance Number 15/16-24;

Effective Date: July 1, 2016)

Note: The **2016** revision revised subsection A that read The School Board will appoint appoints the superintendent and determine determines the term of employment as provided for by law to read, The School Board appoints the superintendent from the list of eligible candidates certified by the Board of Education and determines the term of employment. It also added the additional language in subsection A that reads The superintendent's term expires on June 30. The superintendent serves an initial term of not less than two years nor more than four years. At the expiration of the initial term, the superintendent is eligible to hold office for the term specified by the School Board, not to exceed four years. This revision also removed the word "division" before superintendent in subsections C and D.

Legal Authority – Virginia Code §§ 22.1-60 (1950), as amended and 22.1-61, (1950), as amended.

Section 3-1.4. Compensation and benefits for superintendent; when renegotiation of superintendent's contract not permitted. — The superintendent's contract shall be negotiated as provided by law and local School Board policy. The contract shall also set forth the superintendent's compensation and benefit package.

B. The School Board shall not renegotiate a superintendent's contract during the period following the election or appointment of new members to the School Board and the date such members are qualified and assume office. (Adopted June 8, 1995; Revised: July 10, 2003; Ordinance Number 02/03-24; Effective: July 1, 2004)

Note: The **2004** revision added subsection B.

Legal Authority - Virginia Code §22.1-67 (1950), as amended.

Section 3-1.5. Administrative Organization Plan. — The authority of the School Board is transmitted through the superintendent along specific channels from person to persons as shown in the School Board approved organizational chart for Suffolk Public Schools.

The superintendent shall conduct an annual review and evaluation of the staff organization of Suffolk Public Schools. Any revisions must be approved by the School Board. (Adopted June 8, 1995)

Legal Authority – Virginia Code §22.1-70 (1950), as amended.

Section 3-1.6. The responsibilities of the building principal; budget preparation; implementation of severe weather plans. — A. The principal under the direction of the school superintendent or his/her designee, serves as the chief executive in his or her assigned school and is charged with the

administration, supervision, and operation of the individual school program. It is the principal's responsibility to see that the school functions within the framework of regulations of the superintendent, the policies of the School Board and the State Board of Education. The principal is expected to provide leadership to staff and assists in interpreting the educational program in the community. The principal shall respond to concerns expressed by parents and involve the community in planning and problem solving for the school where appropriate. The principal must have successfully served as a teacher; have demonstrated administrative ability; and satisfied the requirements for state licensure.

B. The principal prepares budget requests indicating needs for the school, and controls and expends funds allocated to the school.

C. The principal implements the severe weather disaster plans upon notification by the superintendent or his/her designee. (Adopted June 8, 1995; Revised July 10, 2003; Ordinance Number 02/03-25; Effective: July 1, 2004)

Note: The **2004** revision inserted in subsection A, line 1, the following words "under the direction of the school superintendent or his/her designee" after the words "The principal." Also inserted language in line 7 to read: "The principal shall respond to concerns expressed by parents and involve the community in planning and problem solving for the school where appropriate." Subsections B and C were also added.

Legal Authority - Virginia Code §§22.1-293 (1950), as amended.

Section 3-1.7 Development and dissemination of regulations. —A. The School Board authorizes the superintendent to promulgate such regulations as are necessary to carry out policies adopted by the School Board. If School Board action is required by law or should the School Board request that a regulation be approved by the School Board in advance of the school superintendent issuing a proposed regulation, the superintendent will present the regulation to the School Board for School Board review and appropriate action. The superintendent shall make all regulations available to School Board members, employees and the public and shall see that the regulations are placed in the School Board Policy Manual or are kept with the Policy Manual.

B. Administrators and supervisors are responsible for informing staff members of all newly adopted or revised policies and regulations. (Adopted: June 8, 1995; Revised April 14, 2016; Ordinance Number 15/16-25; Effective Date: July 1, 2016)

Note: The **2016** revision added the following language in subsection A, The School Board authorizes the superintendent to promulgate such regulations as are necessary to carry out policies adopted by the School Board. If School Board action is required by law or should the School Board request that a regulation be approved by the School Board in advance of the school superintendent issuing a proposed regulation, the superintendent will present the regulation to the School Board for School Board review and appropriate action. Deleted the following language

The superintendent shall forward copies of the regulations to School Board members and shall see that the regulations are placed in the School Board policy manual. And also added language to subsection A to read, The superintendent shall make all regulations available to School Board members, employees and the public and shall see that the regulations are placed in the School Board Policy Manual or are kept with the Policy Manual. In subsection B that read Administrators and supervisors will be responsible for informing staff members of all newly adopted or revised policies and regulations to read, Administrators and supervisors are responsible for informing staff members of all newly adopted or revised policies and regulations.

Legal Authority – Virginia Code §22.1-70 (1950), as amended.

Section 3-1.8. Reporting requirements generally. — The School Board shall require reports from the superintendent concerning conditions and needs of Suffolk Public Schools. The superintendent shall complete and submit all reports required by law and by the State Department of Education. As the superintendent deems necessary, reports shall be submitted to the School Board to keep School Board members informed about the needs and conditions of Suffolk Public Schools. Special reports shall be prepared by the superintendent at the request of the School Board. (Adopted June 8, 1995)

Legal Authority - Virginia Code §§22.1-68 & 22.1-70 (1950), as amended.

Section 3-1.9. Certain acts to be reported to the principal; authority of principal to receive reports; principal to report acts of violence and substance abuse when report by principal to law enforcement required.—A. Except as may otherwise be required by federal law or regulation, reports are made to the superintendent and to the principal or designee on all incidents involving (i) assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity; (ii) the assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person on a school bus, on school property, or at a school-sponsored activity; (iii) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications; (iv) any threats against school personnel while on school bus, on school property or a school-sponsored activity; (v) the illegal carrying of a firearm onto school property; (vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices as defined in Virginia Code § 18.2-433.1, or chemical bombs as described in Virginia Code § 18.2-87.1, on a school bus, on school property or at a school sponsored activity; (vii) any threats or false threats to bomb, as described in Virginia Code §

18.2-83, made against school personnel or involving school property or school buses; and (viii) any illegal possession of weapons, alcohol, drugs, or tobacco products as set forth in School Board Policy.

The principal of each school collects and maintains information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity.

B. The superintendent and the principal or designee receive reports from law-enforcement authorities relative to offenses, wherever committed, when committed by students enrolled at the school, if the offense (1) would be a felony if committed by an adult or (2) would be in violation of the Drug Control Act having occurred on a school bus, on school property, or at a school-sponsored activity or (3) would be an adult misdemeanor involving any of the incidents listed in subparts (i) through (viii) of subsection A above. The report should also indicate whether the student has been released to the custody of his parent or, if 18 years of age or more, is released on bond. The superintendent may request that the reports include information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court. When the division superintendent receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to state law, the superintendent will report such information to the principal of the school in which the juvenile is enrolled.

C. The principal or designee will report all incidents required to be reported pursuant to section of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that are provided by the Department and makes such information available to the public.

In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to this policy.

D. Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to local law-enforcement officials any of the acts listed in clauses (ii) through (vii) of subsection A of this policy which may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection A.

E. The principal or principal's designee notifies the parent of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information regarding other students.

F. Whenever any student commits any reportable incident as set forth

in this policy, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent designee. Prevention and intervention activities are identified in the division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV--Safe and Drug-Free Schools and Communities Act).

The School Board develops, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events, which include prevention of hazing. Activities designed to prevent the recurrence of violence and crime, including hazing, may include such interventions as education relating to Virginia's criminal law, school crime lines, peer mediation, conflict resolution, community service requirements, and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a network of volunteer services in implementing prevention activities.

G. The purpose of reporting acts of violence and substance abuse shall be to develop a program of prevention activities to provide a safe environment conducive to learning. (Adopted June 8, 1995; Revised November 16, 1995; Revised November 11, 1999; Revised October 9, 2003; Ordinance Number 03/04-03; Effective: July 1, 2004; Revised February 14, 2008, Ordinance Number 07/08-1; Effective: February 14, 2008; Revised March 14, 2013; Ordinance Number 12/13-18; Effective Date: July 1, 2013; Revised April 14, 2016; Ordinance Number 15/16-26; Effective Date: July 1, 2016)

Note: The 2016 revision revised language in subsection A that read Except as may otherwise be required by federal law or regulation, reports shall be made to the principal or designee was revised to read Except as may otherwise be required by federal law or regulation, reports are made to the superintendent and to the principal or designee. Under A(iii) this subpart that read (iii) any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1 was revised to read (iii) any conduct involving alcohol, marijuana. Further, language that read The principal of each school shall collect and maintain information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity was revised to read The principal of each school collects and maintains information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity. The following language was also revised in subsection B, The division superintendent and the principal or designee shall receive reports from law-enforcement authorities relative to offenses to read The superintendent and the principal or designee receive reports from law-enforcement authorities relative to offenses. In subsection C the following language that read The superintendent shall annually report all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that shall be provided by the Department and shall make such information available to the public, was revised to read The superintendent annually reports all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that are provided by the Department and makes such information available to the public. Language in Subsection C that read In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities pursuant to this policy to read In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities pursuant to this policy. Subsection

D that read except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately to local law-enforcement officials was revised to read Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to local law-enforcement officials. In Subsection E that read The principal or his/her designee shall notify the parent of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information regarding other students was revised to read, The principal or principal's designee notifies the parent of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information regarding other students. In subsection F that read Whenever any student commits any reportable incident as set forth in this policy, such student shall be is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV--Safe and Drug-Free Schools and Communities Act) was revised to read Whenever any student commits any reportable incident as set forth in this policy, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent designee. Prevention and intervention activities are identified in the division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV--Safe and Drug-Free Schools and Communities Act). Subsection F which read Whenever any student commits any reportable incident as set forth in this policy, such student shall be is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 was revised to read Whenever any student commits any reportable incident as set forth in this policy, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent designee. Prevention and intervention activities are identified in the division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994. Subsection F which read The School Board shall develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events, which shall include prevention of hazing was further revised to read The School Board develops, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events, which include prevention of hazing.

Legal Authority - Virginia Code §22.1-280.1 (1950), as amended.

Section 3-1.10. Annual report to State Board of Education. — The School Board, with the assistance of superintendent, makes a report, or before September 15 covering the work of Suffolk Public Schools for the year ending June 30, to the State Board of Education on forms supplied by the Superintendent of Public Instruction. (Adopted June 8, 1995; Revised April 14, 2016; Ordinance Number 15/16-27; Effective Date: July 1, 2016)

Note: The 2016 revision to this section that read Suffolk Public Schools shall make a report on the designated date each year was revised to read The School Board, with the assistance of superintendent, makes a report, or before September 15.

Legal Authority - Virginia Code §22.1-81 (1950), as amended.

Section 3-1.11. School Performance Report Cards; required information;— A. Suffolk Public Schools shall ensure that every school in the division, regardless of whether or not that school receives funds under Title I, Part A, shall provide annually to the parents and the community a School Performance Report Card containing information for the most recent three-year period.

B. Such information shall include but not be limited to:

1. SOL test scores and scores on the literacy and numeracy tests required for the Modified Standard Diploma for the school, school division, and state.
2. Percentage of students tested, as well as the percentage of students not tested, to include a breakout of students with disabilities and limited English proficient students.
3. Percentage of students who are otherwise eligible, but do not take, the SOL tests due to enrollment in an alternative, or any other program not leading to a Standard, Advanced Studies, Modified Standard, or International Baccalaureate Diploma.
4. Performance of students with disabilities or students with limited English proficiency on SOL tests and alternate assessments as appropriate.
5. The accreditation rating awarded to the school.
6. Attendance rates for students.
7. Information related to school safety to include, but not be limited to, incidents of physical violence (including fighting and other serious offenses), possession of firearms, and possession of other weapons.
8. Information related to qualifications and experience of the teaching staff including the percentage of the school's teachers endorsed in the area of their primary teaching assignment.
9. Advanced Placement (AP) information to include percentage of students who take AP courses and percentage of those students who take AP tests.
10. International Baccalaureate (IB) information to include percentage of students who are enrolled in IB programs and percentage of students who receive IB Diplomas.
11. College-level course information to include percentage of students who take college-level courses.
12. Percentage of (i) diplomas, (ii) certificates awarded to the senior class including GED credentials, and (iii) students who do not graduate.

13. Percentage of students in alternative programs that do not lead to a Standard, Advanced Studies, or Modified Standard Diploma.
14. Percentage of students in academic year Governor's Schools.
15. Percentage of drop-outs.
16. The number of industry certifications obtained, state licensure examinations passed, and the number of career and technical education completers that graduated. A "career and technical education completer" is a student who has met the requirements for a career and technical concentration or specialization and all requirements for high school graduation or an approved alternative education program. (Adopted: February 14, 2008; Ordinance Number 07/08-9; Effective Date: February 14, 2008)

Legal Authority — Virginia Code §22.1-253.13:4 (1950), as amended

Section 3-1.12 Employment of Principals and Assistant Principals; Principal to provide instructional leadership, etc.; Submit recommendations for appointment, etc. — A. The School Board, upon recommendation of the superintendent, employs principals and assistant principals who hold licenses as prescribed by the Board of Education.

B. A principal provides instructional leadership at their assigned school, is responsible for the administration of the school, and supervises the operation and management of school property, in accordance with the rules and regulations of the School Board and under the supervision of the superintendent.

C. A principal may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his supervision. (Adopted: April 14, 2016, Ordinance Number 15/16-28; Effective July 1, 2016)

Legal Authority — Virginia Code Section 22.1-293 (1950), as amended.