

**SEVEN HILLS CLASSICAL ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

POLICY 301: SCHOOL ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the executive director ultimately responsible for administration of the school, the school board also recognizes the direct responsibility of other administrators for educational results and effective leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of students within financial and facility constraints that may exist.

ADOPTED BY THE BOARD ON: December, 2006

REVISED BY THE BOARD ON: February, 2008