

1.0200 POLICY IMPLEMENTATION and ADMINISTRATIVE PROCEDURES

Legal References: G.S. 115C-276; 115C-47

I. POLICY IMPLEMENTATION

The ~~chief administrator~~ *Executive Director* of Falls Lake Academy is responsible for implementing Board policies and for interpreting them to staff, students, and the public. All other administrators share in this responsibility.

II. ADMINISTRATIVE REGULATIONS AND PROCEDURES

Many of the Board's policies require implementing administrative procedures. The FLA ~~chief administrator~~ *Executive Director* shall develop these procedures, in consultation with staff members and other persons and groups as appropriate to the topic, and shall submit these procedures to the Board for review and adoption if Board action is necessary or advisable.

Administrative procedures officially approved and/or adopted by the Board shall be included in the Board's Policies and Administrative Procedures Manual. Staff, student, and parent handbooks shall also be used for disseminating Board policies and regulations to those directly affected by them.

Within the parameters and intent of adopted Board policies and approved administrative procedures, the FLA chief administrator is authorized to establish further rules and procedures for the staff and students of the school, subject to review and approval of the Board.

III. BOARD REVIEW OF ADMINISTRATIVE PROCEDURES

The Board reserves the right to review all administrative procedures but shall revise them only when, in the Board's judgment, they are inconsistent with policies and regulations set by the Board.

IV. ADMINISTRATION IN THE ABSENCE OF ADOPTED POLICY AND/OR APPROVED ADMINISTRATIVE PROCEDURE

The FLA chief administrator is authorized to take action and make such emergency decisions on matters not addressed by Board policy as he/she may find necessary. All such decisions that rise above the level of routine administrative action or decision shall be reported to the Chair or Vice-chair of the Board as soon as practical and to the full Board at its next meeting. Such actions and decisions will be valid until the Board either takes action or declines to take action, in which case the chief administrator's action or decision shall establish precedent for further action or decisions, unless and until the Board re-visits the issue.