

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 6000 - Administration**

SUPERINTENDENT/ADMINISTRATIVE AUTHORITYPOLICY 6006

The Superintendent has authority to make administrative decisions on issues not specifically covered by written School Board policy when circumstances and time restrictions make such action necessary. The Superintendent also has authority to act on behalf of the School Board and the District in all administrative matters, including personnel matters. This includes temporary suspension or placement on administrative leave of a certified employee whose conduct:

1. Violates the Idaho Code of Ethics;
2. Creates an imminent threat to students or staff;
3. Has violated School Board policy; or
4. Where suspension is necessary in order to complete an investigation involving that employee where staff and students may be interviewed.

Should this authority be exercised and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the Board within twenty-one (21) days of taking such action, whether at the next regularly scheduled board meeting or a special one.

At the time the Board is presented with the action they shall either approve or disapprove of the act in placing the certificated employee onto a period of paid leave or suspension. The Board may continue the period of administrative leave or suspension at the time the Board takes action.

Further, only in the circumstance where an employee of the District is in a position where a court order exists preventing the employee from being in the presence of minors or students and thus unable to perform the essential functions of their job, the Board may place such employee onto a period of unpaid leave of absence.

The Principals have authority to make daily building administrative decisions on issues not specifically covered by written School Board policy when circumstances and time restrictions make such action necessary. A Principal's decision may be subject to review by the Superintendent and School Board at any time.

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LEGAL REFERENCE:

Idaho Code Section 33-513

ADOPTED: 05/14/02 (Implementation July, 2002)

REVISED: 11/16/06

REVISED: 08/13/12