

**Roles and Responsibilities**

A primary focus for Humboldt County Office of Education programs is on students. It is incumbent upon the Superintendent, Board, administrators and staff to provide for the physical, social, emotional and intellectual welfare of the students in their charge. The Office shall work closely with parents/guardians, school administrators and staff members, and the community to develop an array of services that will adequately meet the educational needs of students.

The Superintendent and Board of Education believe that all students must be recognized and understood as individuals with unique abilities, social and economic backgrounds, ambitions and educational needs.

Furthermore, it is recognized that in order for students to develop to their fullest potential, the programs and services provided by the Office must be of consistent high quality and be continually reviewed and modified in response to the changing needs of students and local school districts.

The Superintendent and Board shall:

1. Establish policies designed to provide the best possible program of education for students within the resources available including, but not limited to, the rules and regulations pertaining to instructional and co-curricular program offerings, enrollment and graduation requirements, student safety, student discipline and attendance.
2. Authorize the creation of special classes and programs for students who are in need of special, alternative or career technical education or who are to be served through the juvenile court system.
3. Allocate resources according to program needs and priorities.
4. Assure that all programs are offered without regard to actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or on the basis of a person's association with a person or group with one or more of the actual or perceived characteristics

The Administrative Staff shall:

1. Provide leadership and guidance to local districts and other agencies in developing appropriate educational and support services for students.
2. Direct and implement the instruction, guidance and discipline of all students assigned to county office programs within the requirements of law, board policy and administrative guidelines.

3. Establish procedures that assure that programs and services are made available to students and parents/guardians in an efficient and responsive manner.

Teachers and Support Staff shall:

1. Provide an effective instructional program to students in accordance with established policies and procedures.
2. Supervise students and hold them accountable for proper conduct in class, on school grounds and when transported in school vehicles.
3. Keep management informed regarding the instructional needs of students.

Parents/Guardians shall:

1. Be expected to support their children in identifying and pursuing appropriate educational and vocational goals.
2. Be expected to assure their children's regular participation and attendance in school activities and programs.
3. Be expected to cooperate with school authorities regarding the behavior of their children.

Students shall:

1. Be expected to actively engage in their own learning.
2. Be expected to develop, to the best of her/his ability, individual responsibility for personal conduct in accordance with the adopted standards, to conform to the rules and regulations of the school, and to obey the directions of teachers and other school officials.
3. Be expected to work cooperatively with teachers, administrators, staff and other students in all school activities.

*Legal References:*

EDUCATION CODE

*35160 Authority of governing boards*

*35160.1 Broad authority of school districts*

*35291-35291.5 Rules*