

HOONAH CITY SCHOOL DISTRICT

Standard Operating Procedures (SOP's)

The following numbered Standard Operating Procedures are intended to establish a standard format for policies and procedures to assist and guide the administrative staff of the District. The SOPs adhere to Generally Accepted Accounting Practices (GAAP) and the Government Accounting Standards Board (GASB). Many have been reviewed and approved by the Department of Education for auditing purposes. All SOP's originate from the superintendent, and the principals, directors and other supervisory personnel who are responsible for ensuring their compliance. Any willful violation of SOP's must be reported to the superintendent by any staff member having knowledge of such violation.

Each administrative staff member is responsible for periodic review of SOP's within his/her scope of operation and for preparing drafts for revision to be submitted to the superintendent. If the draft is approved, the superintendent will forward it to the business office for final review, assignment of a number and preparation of the master for publication and duplication.

All administrative staff will familiarize themselves with the Standard Operating Procedures and **acquaint the staff they supervise** with those procedures pertaining to their job responsibilities.

