



Capital School District

Board of Education Policy

Section: Board Governance
Title: Board Policy Development
Policy #: 100-18
Date Approved: 02/17/16
Date Revised: 01/08/16

Purpose:

This policy defines the development of policies which govern District operations.

POLICY DEVELOPMENT

The Board of Education shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system. They shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Board policies shall be reviewed every five (5) years.

REVIEW OF ADMINISTRATIVE RULES

The Board reserves the right to review and to veto administrative rules should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school system where the Board has provided no guidelines for administrative action, the Superintendent shall have the power to act.

The Superintendent's decisions, however, shall be subject to review by the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations

needed to put them into effect. Accessibility is to extend to all employees of the school system, to members of the Board, and to the community.

POLICY REVIEW

The Board shall evaluate how its policies have been executed by the school staff and shall weigh the results. The Board shall rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Board shall also strive to keep its policies up to date. To achieve this end, it directs the Superintendent to call to its attention policies that are in need of revision and/or submit recommendations for new policies to address needs in the district, and newly adopted regulations and legislation. Revised and new policies will be submitted as noted under “Policy Adoption” listed below. Full review of policies shall be conducted every five years.

STUDENT INVOLVEMENT IN POLICY DRAFTING

In the development of policies affecting personnel, the Board may seek the judgment and counsel of appropriate personnel before adopting such policies.

The Board recognizes that most students desire a voice in decisions which will affect them and that students can be an important resource to the improvement of schools.

The Board views student participation in school affairs as an extension of the education process and encourages students to participate through planned programs and procedures in the government of the school and in curriculum evaluation.

The Board recognizes that students, as citizens, should have the privilege of genuine participation in planning instruction and should assume the responsibility of assisting in the devising of regulations for student conduct which provide for all students an educational climate free from interference and interruption.

POLICY ADOPTION

All policies introduced and recommended to the Board will be read three times at a regular Board meeting as will modifications under normal circumstances. New policies and modified policies will also be posted on the district’s web site for review, thus permitting further study and providing opportunity to interested parties to respond. Approval may be granted, however, by the Board with one reading to meet emergency conditions, special events, or upon enacting Policy #100-25.

ATTORNEY INVOLVEMENT IN POLICY DRAFTING

The Superintendent, as the policy draft writer for the Board, shall seek the counsel of the school attorney when, in his/her opinion or the Board’s, there may be a question of legality or proper legal procedure in the development of a proposed school board policy.

STAFF INVOLVEMENT IN POLICY DRAFTING

In the development of policies affecting personnel, the Board may seek the judgment and counsel of appropriate personnel before adopting such policies.

Members or organizations of the staff may initiate consideration of policies which will be processed through regular administrative channels and, whenever appropriate, will be considered and acted upon by the Board.

The intent and spirit of these provisions are to gain the most complete and reliable information on which to base decisions and to provide for the maximum practical interaction by way of regular administrative channels.

POLICY DRAFTING

The National School Boards Association urges each school board to foster orderly change and to minimize unrest through the adoption of appropriate school board policies and, simultaneously, to encourage others in positions of policy making or administrative authority to:

1. Involve citizens, including students and parents, in the development of goals, objectives, and programs in such a way as to promote a constructive interchange between the community and its schools.
2. Involve those persons affected by policies and rules during the decision-making process.
3. Provide and publicize procedures for the initiation of change through orderly process.
4. Adopt appropriate procedures to assure due process for those accused of disruptive activities.
5. Provide appropriate penalties, within their power to do so, for persons causing disorder, and enforce rules of procedure with uniformity.

POLICY DRAFT WRITER

The Superintendent (or designate) shall be responsible for recasting group consensus about policy recommendations into acceptable written form for further deliberation and/or action by the Board.