

Without Policy We're Driving Blindfolded

Lon Garrison, Director Membership Services



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What does policy do for us?

In the chat box write down what you think policy does for the Board and Superintendent





If we were to take a drive, policy would.....

- Be the lines painted on the road
- Be the signs that regulate speed, stops, directions
- Be the stop lights
- Be our drivers license
- Create a framework of expectation



Policy guides your driving (governance)



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Boards become good drivers by using and practicing ---

Board Standards

Vision

Structure

Accountability

Advocacy

Conduct & Ethics



Driving Good Governance Means:

Securing Resources

Making Decisions

Monitoring Effectiveness

***Developing &
Implementing Policies***



**So where does the rubber meet
the road?**

**What's the Connection Between
Policy and Governance?**



Boards define their role through
Board Bylaws and delegate
through **Policy**.

Policy makes clear the Board's
direction and intention.

(It paints the lines and creates
the road signs)



Board Policy

Provides the framework for the day-to-day operation of the district.

Keeps decision-making situation-based and not person-based.

Helps keep the Board focused on governance and Board business.

In the chat box:

Give an example of a policy your board may have used recently to “drive” your decisions.



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Policy Composition

Board Policy (BP) is the WHY

Policy tells us why and what needs to be done

Administrative Regulation (AR) is the HOW

Developed by the Superintendent

Tells us how the policy is implemented



Boards Serve 3 Functions

Governance

Executive

Judicial



Governance Functions

Policies of The Board:

establishes why and what to govern the district

prescribes bylaws for its own governance –

Board Bylaws (section 9000)

Board Bylaws 9000

Powers and Duties

“The Board may execute any powers delegated by law to it or to the district which it governs, and shall discharge any duty imposed by law upon it or upon the district which it governs. ”

Governance Functions

Executive Functions

Judicial Functions

Executive Functions

Policies of The Board Define:

The **Superintendent** shall serve as the chief executive officer of the Board.

The **Board delegates** to the Superintendent the authority to carry out Board decisions and to make and carry out any decisions which it delegates.

Executive Functions

Policies of The Board Define:

The **Superintendent** shall be fully responsible for the proper use of this authority.

The **Board retains ultimate responsibility** for the performance of any powers or duties delegated.

Judicial Functions

Policies of The Board define...

the ability to hear and resolve grievances, complaints and criticisms.

shall serve as a **body of appeal** for grievances, complaints and criticisms in accordance with Board policies and negotiated employee agreements.

Driving by Policy

Understand the policy process

Review policy on a regular basis

Link policy to major agenda items

Know where to find your policies

Ask the questions



The Policy Process

Identify the Need

Analysis - Gather Facts, Identify Options

Superintendents usually recommend amendments or new drafts

Boards Study, Discuss, Identify Basic Elements



The Policy Process

Board Reviews, Public Input
Corresponding Administrative
Regulations
Disseminate and Implement
Review in 5-6 yrs



Policy approval

First reading – introduced, you can amend and take testimony

Second reading – reintroduced, you can amend and take testimony, if significantly changed you may want an additional reading.

Board can waive 2-readings and approve in one but be cautious!

Keep Policies Updated!

AASB policy update service

- Annually every spring and sometimes fall
- Mandatory statutory & regulatory changes
- Voluntary, contemporary changes or new policies (cultural safety, professional boundaries with staff & students)

Where is my policy ?

Usually it is now kept online

Example: AASB Policy Online service



Where is my policy ?

Put a BOLD link on your Home page!!

Make it easy to find!



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- Section 5000 - STUDENTS
 - BP 5000 CONCEPTS AND ROLES
 - BP 5021 NONCUSTODIAL PARENTS
 - BP 5030 SCHOOL DISCIPLINE AND SAFETY
 - BP 5040 STUDENT NUTRITION AND PHYSICAL
 - BP 5111 ADMISSION
 - BP 5111.1 EARLY ENTRANCE - KINDERGARTEN
 - BP 5111.2 PART-TIME ENROLLMENT
 - BP 5112.1 EXEMPTIONS FROM ATTENDANCE
 - BP 5112.2 EXCLUSIONS FROM ATTENDANCE
 - BP 5112.5 OPEN/CLOSED CAMPUS
 - BP 5112.6 INSTRUCTION - EDUCATION FOR H
 - BP 5113 ABSENCES AND EXCUSES**
 - AR 5113 ABSENCES AND EXCUSES
 - BP 5116 SCHOOL ATTENDANCE BOUNDARIES
 - BP 5118 TRANSFERS
 - BP 5119 CHILDREN OF MILITARY FAMILIES
 - BP 5121 GRADES/EVALUATION OF STUDENT
 - BP 5123 PROMOTION/ACCELERATION/RETEN
 - BP 5124 COMMUNICATION WITH PARENTS/GI
 - BP 5125 STUDENT RECORDS
 - BP 5125.1 RELEASE OF DIRECTORY INFORM
 - BP 5125.2 CHALLENGING STUDENT RECORD
 - BP 5125.3 WITHHOLDING GRADES. DIPLOMA

BP 5113 ABSENCES AND EXCUSES

The School Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

(cf. [5112.1](#) - Exemptions from Attendance)

(cf. [5112.2](#) - Exclusions from Attendance)

Excused Absences

The Designee(s) may excuse student absences for health reasons, family emergencies or other reasons the designee(s) determines constitute good cause.

Student absence for religious instruction or participation in religious exercises away from school property may be excused

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(cf. [5112.1](#) - *Exemptions from Attendance*)

(cf. [5112.2](#) - *Exclusions from Attendance*)



Legal Reference:

ALASKA STATUTES

[14.03.070](#) School age

[14.17.500](#) Student count estimates

14.17.160 Student counting periods

[14.30.010](#) When attendance compulsory

[14.30.020](#) Violations

[14.30.030](#) Prevention and reduction of truancy

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.005-4 AAC 09.105](#) State aid

Revised 1/09

ADOPTED: 5/11/05

CORDOVA SCHOOL DISTRICT \ Section 5000 - STUDENTS \



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AR 5113 ABSENCES AND EXCUSES

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian or parent-representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student.
 - b. Name of parent/guardian or parent representative.
 - c. Name of verifying employee.
 - d. Date or dates of absence.
 - e. Reason for absence.

3. Visit to the student's home by the verifying employee

Thank You!

Questions?

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