

# **Board Policy**

## **Why does it matter to Good Governance?**

Tiffany Jackson, Director of Membership Services  
March 4th, 2021



## **Housekeeping - Chat**

Feel free to enter questions and  
comments into the chat box.

Chat box is being recorded and will  
be emailed to the host after the  
session ends.



# What does it mean to govern?

 gov·ern  
/ˈɡɒvərn/

See definitions in:

[All](#) [Law](#) [Grammar](#)

**verb**

verb: **govern**; 3rd person present: **governs**; past tense: **governed**; past participle: **governed**; gerund or present participle: **governing**

1. conduct the policy, actions, and affairs of (a state, organization, or people).  
"he was incapable of governing the country"



## Taking the Lead and Board Standards

Vision

Structure

Accountability

Advocacy

Conduct & Ethics

<https://aasb.org/board-standards/>



## **Taking the Lead Means:**

Securing Resources

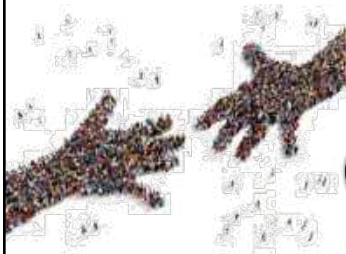
Making Decisions

Monitoring Effectiveness

**Developing Policies**



## **What is 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



## **Board Policy**

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

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

Helps keep the Board focused on governance and Board business



## 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



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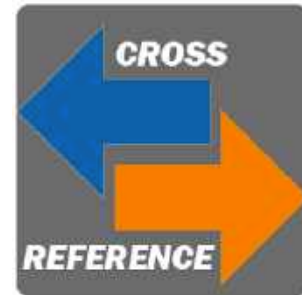
## Policy Composition

**cf:**

Abbreviation for confer/conferatur  
Cross reference to related policies

### Legal Reference:

Laws and statutes which guide the content of the policy



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# Boards serve 3 functions

**Governance**

**Executive**

**Judicial**



## **Board Bylaw 9000 - Role of School Board and Members (Powers, Purposes, 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





## Governance Functions

### Policies of The Board:

Establishes why and what to govern the district

Prescribes bylaws for its own governance – **Board Bylaws (section 9000)**



## 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.





## **Lead through 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
- Board study, discuss, identify basic elements
- Draft the policy



## The Policy Process

- Board review, public input
- Corresponding Administrative Regulations
- Disseminate and Implement
- Review



## Questions?

Does your Board think in terms of policy?

Do you regularly schedule policies for review?

Do you look to policy before making decisions?

Do you know what policy has to do with governance?



# Where is my policy?

Usually it is now kept online

Example: AASB Policy Online service



**CORDOVA SCHOOL DISTRICT**

- Section 0000 - PHILOSOPHY-GOALS-OBJECTIVE
- Section 1000 - COMMUNITY RELATIONS
- Section 2000 - ADMINISTRATION
- Section 3000 - BUSINESS AND NON-INSTRUCTIVE
- Section 4000 - PERSONNEL
- Section 5000 - STUDENTS
- Section 6000 - INSTRUCTION
- Section 7000 - NEW CONSTRUCTION
- Section 8000 - SITE COUNCILS
- Section 9000 - BYLAWS OF THE BOARD
- QUICK START INSTRUCTIONS
- Revision History

**POLICY MANUAL**

The online manual provides the board of education's policies and related regulations in a fully searchable, easy-to-use format.

**Navigation**

Use the Table of Contents to the left to view all policies and related procedures within each section. Click on the closed book or open book icons beside each section heading to expand or collapse an item and view its subparts. Individual policies, exhibits and regulations are identified in the Table of Contents by the paper icon . You may also use the Next and Back buttons at top right to browse the policies .

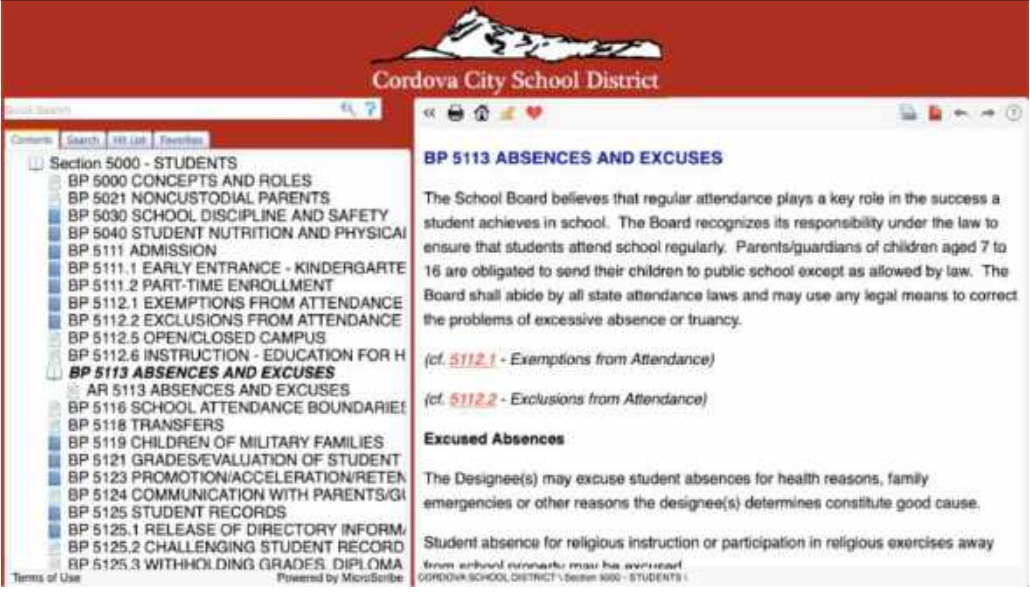
**Search**

You may search for policies by policy number or specific words by using the search box at top left.

**Recent Revisions**

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**Cordova City School District**

**Section 5000 - STUDENTS**

- BP 5000 CONCEPTS AND ROLES
- BP 5021 NONCUSTODIAL PARENTS
- BP 5030 SCHOOL DISCIPLINE AND SAFETY
- BP 5040 STUDENT NUTRITION AND PHYSICAL EDUCATION
- 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 HOMELESS STUDENTS
- 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/RETENTION
  - BP 5124 COMMUNICATION WITH PARENTS/GUARDIANS
  - BP 5125 STUDENT RECORDS
  - BP 5125.1 RELEASE OF DIRECTORY INFORMATION
  - 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 remains the responsibility of the parent/guardian.

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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.

2. Visit to the student's home by the verifying employee.  
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# Questions



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