

***Ready, Set, Govern!***

# **Policy and Governance**

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association of  
**ALASKA**  
school boards

# What Does It Mean to Govern?



# Boards take the lead

## Board Standards

Vision

**Structure**

Accountability

Advocacy

Conduct & Ethics



# Taking the Lead Means:

Securing Resources

Making Decisions &

Monitoring Effectiveness

***Developing Policies***



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



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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 operation 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 & What**

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.

# Leading 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
- Boards 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







Quick Search  

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## 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.

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## 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.

CORDOVA SCHOOL DISTRICT \ Section 5000 - STUDENTS \

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(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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