



FIVE FAST FACTS

Board policy roles

Policy development begins when the board identifies an issue requiring a long-term solution. Needs that call for policy development come to the board's attention from many areas, such as legislation passed at the state and federal levels; State Board of Education standards; state auditor's office directives; attorney general opinions; and the school community's local needs.



1. Board policies guide the direction of the district and provide tools that bring about prudent change in the district.

The board is ultimately accountable to its citizens for the way schools are governed and managed, and the results achieved. Well-written policy establishes the parameters within which the district operates. It tells the school community what the board wants and why.

2. Policy development is a cooperative effort involving the board, staff and school community.

After identifying an issue that requires a policy, it's time for information to be gathered. How will the law limit actions and decisions on this issue? What costs are involved? What are other districts doing?

The next step is drafting the policy. The superintendent usually is assigned this step. OSBA policy services is available to assist districts with drafting a new or newly revised policy. When the draft is completed, the policy should be disseminated to those affected by it and those responsible for implementing it. The district may offer the appropriate stakeholders an opportunity to discuss the policy.

FAST FIVE FACTS ON BOARD POLICY ROLES

RESOURCES

OSBA Policy Services
[www.ohioschoolboards.org/
Policy-Services](http://www.ohioschoolboards.org/Policy-Services)

3. Policy adoption is a function of the board.

OSBA recommends a district hold two readings of the new or newly revised policy. Districts are not required by law to have two readings. After the two readings are held, the board may adopt the policy.

Once the policy is adopted, those affected by it should be notified. If it is a policy that affects employees, all employees should get a copy. This also should occur in the case of students, parents and other stakeholders.

4. Policy implementation is a function of the superintendent and staff.

The superintendent is responsible for carrying out, through regulations or procedures, the policies established by the board. All district employees and students are expected to follow all board policies and regulations.

Principals establish procedures for conducting activities in their individual schools within the larger framework of district regulations and board policies. Make sure any handbooks that refer to policy are updated at the time of implementation.

5. Policy review and evaluation is a function of the board and a responsibility of the superintendent.

Now that the policy is in place, the administration must implement it through regulations or procedures. Not every policy needs a regulation, but there are some that do. And, not every regulation needs to be in the policy manual; some regulations may be placed in handbooks. State law requires boards to make “rules and regulations” for the governance of the district, employees, students and all others entering the district’s grounds and premises.

Policies need periodic review by the board to determine if they are compliant with state and federal laws and meet the district’s needs. Policy development is a constant process, requires diligence on the part of the board and administration and assistance from a trusted policy service provider.



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OSBA leads the way to educational excellence by serving Ohio's public school board members and the diverse districts they represent through superior service, unwavering advocacy and creative solutions.

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