**Policy 101: Board Governance through Policy**

**What is policy?**

School Board policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. They tell what is wanted.

National School Boards Association

<table>
<thead>
<tr>
<th>WHAT IT IS</th>
<th>POLICY</th>
<th>ADMINISTRATIVE REGULATION (AR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT IT IS</td>
<td>The WHAT and WHY Guideline Charts a course of action</td>
<td>The WHO, HOW, WHERE &amp; WHEN Detailed Directions Puts policy into action</td>
</tr>
<tr>
<td>WHAT IT IS NOT</td>
<td>Detailed direction Restatements of the law Forms Job descriptions</td>
<td>Handbook Plan Job description</td>
</tr>
<tr>
<td>WHY IT IS IMPORTANT</td>
<td>Direction Informs public, Board, staff &amp; students Accountability Legal record May be required by law</td>
<td>Assigns detail needed to implement Informs Compliance indicator Satisfies laws</td>
</tr>
<tr>
<td>BOARD’S ROLE</td>
<td>Review, amend, adopt</td>
<td>Review after administrator development. Generally, the board does not have to adopt.</td>
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</table>

Not everything that is required is required to be in policy!

Sometimes less is more!
### REQUIRED
**R6/01/10 | PH**
Required by law to be in policy.

### HIGHLY RECOMMENDED
**HR6/01/10 | RS**
You are required to do it, and it is highly litigious in nature; not required to be in policy.

### OPTIONAL
**6/01/10 | LF**

### CONDITIONALLY REQUIRED
**CR6/01/10 | SL**
You are required to do it, and it is highly litigious in nature; not required to be in policy.

For charter schools, depending on charter agreement and bylaws.

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**What does it mean if OSBA says it’s REQUIRED?**

**What LAW?**
- Federal Statute (US Code)
- Federal Regulation (CFR)
- U.S. Supreme Court
- Federal District Court
- Oregon Statute (ORS)
- Oregon Administrative Rules (OAR)
- Oregon Supreme Court

**When reviewing policy, ask yourself:**

- Is it legal?
- Does it reflect current practice?
- Is it working? What needs changed?
- Do we need it?

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**NOTES**

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General adoption process

1. Policies are provided to Board members in the Board packet. Policies can be information items, no action is required.
2. Policies have first reading at the Board meeting.
3. Any comments or suggested changes are brought to the Board’s attention.
4. Second reading and adoption at the next meeting. If there are no comments or suggested changes, the adoption can be done on the consent agenda. There is no statutory requirement for multiple readings. Boards can adopt at the meeting when first introduced. Check your policy BFC for additional guidance.

Single Asterisk* May be subject to collective bargaining agreement
Double Asterisks** “Parent” includes legal guardian or person in a parental relationship
[Brackets] You need to select language to put in the brackets

Policy Services
Rewrite, including charters, ESDs and community colleges
Desk Rewrite
Policy Update
Manual Maintenance
Online Policy Manual
Policy Plus
Handbooks, including staff, students and key dates
Special Projects
General Information and Workshops

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