Policy and Procedures

Presented by:
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NYS School Boards Association

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NYSSBA’s definition:
Policy is the broad written guidelines set by the Board to chart the district’s course of action.

What can policy do for you?

- Determine priorities
- Provide direction
- Assign responsibilities
- Establish a commitment
- Offer public accountability and information
- Give notice of legal responsibilities
- Ensure legal compliance
- Provide stability and continuity
The Board’s role in HR

- Set the tone and expectations
- Act, upon recommendation:
  - Hire, grant/deny tenure, pursue discipline, dismiss
- Hear and decide appeals

Ensure the district is run well
Not: Run the district.

Board Policy vs.
Administrative Regulation/Procedure

<table>
<thead>
<tr>
<th>Policy</th>
<th>Regulation/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Set by the Board</td>
<td>• Set by administration</td>
</tr>
<tr>
<td>• State philosophy and goals</td>
<td>• Carry out philosophy and goals</td>
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<tr>
<td>• What and why</td>
<td>• How and when</td>
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<tr>
<td>• General guidance for district operation</td>
<td>• Specific procedural steps and details</td>
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Policy or Regulation?

“In-service programs will be conducted in the district by the Superintendent of Schools or other appropriate personnel at least annually. All in-service programs must be directly linked to increasing student performance.”
Policy or Regulation?

“A foreign exchange student’s records and credentials, indicating all academic institutions attended, courses studied, and grades received in secondary school must be available to school officials no less than three weeks prior to the departure from the student’s home country, or by June 15, for admission the following September.”

Policy or Regulation?

“Medications shall be securely stored in the nurse’s office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration.”

Policy or Regulation?

“In order for each student with disabilities to receive the full benefit of his/her Individualized Education Program (IEP), individuals responsible for implementing the IEP must fully understand the scope of their responsibility, and the specific accommodations, modifications, and supports to be provided.”
**Policy or Regulation?**

“A non-resident student may be accepted into the district’s schools, if and only if the student meets the district’s criteria for admission, and there is sufficient space to accommodate the student.”

**Ensuring Student Achievement**

**Principles to guide policy-making:**

- How will this improve student learning?
- Does it align with the district’s mission?
- What criteria and data will monitor effectiveness?
- Does it identify those responsible for implementation?

Focus all policies on student learning and achievement.

**What leads to “Bad” Policies?**

- Unclear purpose and direction
- Reactive rather than proactive
- Overly philosophical and/or verbose
- Promises too much
- Simply restates the law
- Too much content
- Not enough content
Are Policies Legally Required?

Examples:
- Federal Law - Wellness
- State Law – Access to District Records
- State Regulations – Attendance

Is that all you need?

Essential Policies

Boards are likely to have additional policies linked to:
- **Goals**
  - i.e., Personnel Goals
- **Primary Responsibilities**
  - i.e., Fiscal Accountability
- **Discretionary Authority**
  - i.e., Admission of Non-Resident Students

Policy Manuals Online

Benefits
- Consistency
- Increase Ease of Use
- Takes Up Less Space
- Wider Access

Considerations
- All, some, or recent
- Keyword searches
- Server capability/Tech support
- Table of Contents
- Links to cross-ref and legal citations
Where do we get policies?

- Outside Service
- Attorney
- Other School Districts
- Homegrown

Updating Policies: External Changes

- Changes in Laws/Regulations
- Court Cases
- Economics/Current Events
- NYSSBA OnBoard Newspaper
- Education Publications
- Outside Policy Update Service
Updating Policies: Internal Changes

- Superintendent brings issue to BOE
- Board/District goals evolve
- Ongoing review
- Hot-button issue in your district
- Review of data (e.g., # of suspensions)

Review May Necessitate Change

- Annual Review Requirements
  - Investments
  - Purchasing
  - Code of Conduct
  - Title I: Parent/Family Engagement
  - Attendance (review building rates)

Board Policies for Personnel Administration
Policy and Procedures, Jessica Goldstein, NYSSBA

Personnel Administration Policies (4)
(NYSSBA number/title)
8110: Health and Safety
8130: School Safety Plans and Teams
8332: Use of District Cell Phones
8505: Charging School Meals
8520: Free/Reduced Price School Meals
8630: Computer Use/Data Management
8635: Information Security Breach and Notification
8650: Copyright Compliance

Personnel Administration Policies (5)
(NYSSBA number/title)
9120.1: Conflict of Interest
9160: Personnel Records
9170: Meals and Refreshments
9240: Recruiting and Hiring
9260: Conditional Appointment – Student Safety
9350: Reasonable Accommodation ADA

Personnel Administration Policies (6)
(NYSSBA number/title)
9420: Staff Evaluation
9500: Compensation
9520.2: Family and Medical Leave Act
9520.5: Leaves of Absence
9620: Child Abuse – Educational Setting
9630: Sexual Misconduct
9700: Professional Development
Do we need a Board policy? (1)

- Probation and Tenure
- Disciplinary charges and Termination
- Layoff, recall
- Staff personal social media use
- Fingerprinting
- Staff assignment and re-assignment
- Investigations

Do we need a Board policy? (2)

- Staff-staff bullying
- Health insurance
- Job descriptions
- Employee Assistance Program
- Classroom furniture
- Employee Wellness
- Staff Absences

Implementing Board Policies

- Administrative Regulations/Procedures
- Staff Handbooks
- Staff Training
Key Points to Remember

- Be familiar with the contents of your Board Policy Manual.
- Know the policy on adopting policies.
- There is no need to re-adopt the policy manual every year.
- Keep your district's Board Policy Manual up-to-date and maintain review cycle.

Questions?

If you have questions after today's presentation please contact Jessica.Goldstein@NYSSBA.org

Thank you!