

## Basics of Policy

MASC/MASS Conference  
November 2013

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## What do Boards Do?

School Boards . . .  
Govern!

Superintendents . . .  
Manage!

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## Division of Labor



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## Who Does What?

### The Board

- Superintendent
- Vision & Goals
- Policies
- Budget
- Approves contracts
- Monitors progress
- Advocacy
- Decides what, why

### The Superintendent

- Staff
- Action plans
- Regulations
- Expenditures
- Employee relations
- Reports progress
- Advocacy
- Decides how, when

= End results (Ends)

= Methods (Means)

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## Roles Defined

- State Statutes
- School Board Policy
- Supt Contract
- Job Description
- Institutional History
- Operating Protocols




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## NSBA Definition of Policy

School Board policies are statements which set forth the purposes 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. Policy tells what is needed.

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

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Categorize

Policy




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What is Policy?

- A guideline adopted by the board to chart a course of action
- Broad enough to allow administrative discretion; specific enough to give clear guidance
- Policy is the what and the why

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## NEPN (National Education Policy Network)

### Health

- Communicable Diseases JLCC
- Disease Prevention EBBA
- Emergency Medical Care and First Aid JLCE
- Health Agencies, Relations with KLE
- Health Education IHAM
- Health Resources and Materials IJF
- Health Staff Positions GCAAB
- Immunization of Students JLCB
- Medicine Administration JLCD
- Physical Examinations of Students JLCA
- Physicals for School Athletics JIID
- School Health Program ADFA
- School Nurses JLCF
- Staff Health GBGA
- Student Health Services and Requirements JLC

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File: JLCD

### ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and ~~reminded~~ by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. ~~No one~~ but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of Epi-pens.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

- 1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
- 2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
- 3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

SOURCE: MASC May 2006

LEGAL REF: M.G.L. [c. 26B](#)

Dept. of Public Health Regulations: 105 CMR [24.00](#)

**NOTE:** Regulations that govern the administration of prescription medication in public and private schools specifically detail the procedures that need to be followed. There are provisions for non-medical personnel to be authorized to administer these medications but the requirements of this regulation must be followed in order to receive permission for this exception. It is advisable for the School District to refer to NDEP Regulation 105 CMR 24.00 before developing the policy JLCD. The regulations also require procedures be published and this should be done by creating the Regulations/Procedure coded: JLCD-R

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File: EBC

### EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.

A determination of EMS response times to any location on the campus.

A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post event support.

A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.

Safety precautions to prevent injuries in classrooms and on the school campus.

A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.

In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

Plans shall be submitted at least every 3 years by September 1. Plans must be updated in the case of new construction or other physical changes to the school campus. Building Principals will meet all requirements for conducting fire drills and Emergency Response drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC

LEGAL REF: M.G.L. 92-5A Section 393 of Chapter 199 of the Acts of 2000

CODES REF: EBC, Emergency Closings  
JL, Student Welfare  
JLC, Student Health Services and Requirements

**NOTE:** MASC strongly recommends that each School Committee adopt this policy and the DESE model plan on an emergency basis in order to comply with the initial [September 3, 2012](#) plan submission requirement and carefully review their policy and plan in the school year progressions.

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### What Policy is Not

- Detailed direction
- Forms, job descriptions, etc.

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### What is a regulation or procedure?

- Detailed directions
- Developed by administration
- Reviewed by the Board (if required)
- Puts policy into practice
- Tells how, by whom, where and when things are to be done

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### What a regulation is Not!

- A handbook (employee, student, parent, athletic, etc)
- A plan (technology, school improvement, crisis, etc)
- Job descriptions
- Forms (exceptions)

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### When Reviewing Current Policy ASK:

- Is it legal ?
- Does it reflect current practice?
- Is it working? If not, what needs to be changed?
- Do we need it? Don't be afraid of repealing policies that are no longer relevant.  
(Sometimes "less is more" )

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### When Reviewing Policy Check These:

- Policy Manual
- Collective Bargaining Agreements/Contracts
- Parent/Student Handbooks
- Staff/Employee Handbooks
- Budget document

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### MASC Policy Services Overview

- Policy Reference Manual
- Subscription Services (dues)
  - *Policy Update* newsletter
  - Manual maintenance
  - Individual Policy guidance
- Contract Policy Review Service (Fee)
- Policy 21 Online Policy Service (Fee)

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