Basics of Policy MASC/MASS Conference November 2013

What do Boards Do?

School Boards . . . Govern!

Superintendents . . . Manage!



Who Does What

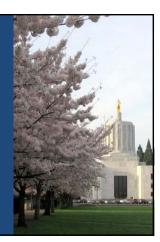
The Board

- Superintendent
- Vision & Goals
- Policies
- Budget
- Approves contracts
- Monitors progress
- Advocacy
- Decides what, why
- The Superintendent
- Staff
- Action plans
- Regulations
- Expenditures
- Employee relations
- Reports progress
- AdvocacyDecides how, when
- = End results (Ends)

= Methods (Means)

Roles Defined

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

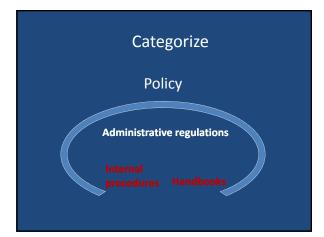


NSBA Definition of Policy

School Board policies are statements which set forth the <u>purposes</u> and <u>prescribe</u> in general terms the organization and program of a school system.

They <u>create a framework</u> within which the superintendent and his/her staff can <u>discharge their assigned duties</u> with <u>positive direction</u>. Policy tells what is needed.

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



What is Policy?

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

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 JJID School Health Program ADFA	
School Nurses JLCF Staff Health GBGA	
Student Health Services and Requirements JLC	
File: ACD 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	
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 <u>reminided</u> by the scretary to take the medicine. This provision only	
nurse acting under specific written request of the perior of guardian and under the written directive or the students be called to the office as the cheduled hour and geninded 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 students arms, the tolosage to be administered, and the time and/or conditions under which the medicine by to be students arms, the tolosage to be administered, and the time and/or conditions under which the medicine be to be students arms, the tolosage to be administered, and the time and/or conditions under which the medicine be to be 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.	
Dept. of Public Health Regulations: 105 CMR	
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 administrat these medications but the requirements of this regulation must be followed in order to receive permission.	
NOTE: Regulations that govern the administration of prescription medication in public and private schools specifically detail life 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 DOPH Regulation 105 CMR 210.00 before developing the policy JLCD. The regulations also require procedures be published and this should be done by creating the Regulations/Procedure coded: JLCDR.	_
<u>eio</u> 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 brow that plans exist and that students and staff have been trained in carrying out the plans. The Superindender will develop and multital native that meet the recommendent of this bud for presentedness in case of fire civil emergencies, and natival of the plans of the pla	
The Superintendent will develop and maintain joan that meet the requirements of state bus for preparentness in case of fire, civil emergencies, and natural disasters. The Superintendent shall develop, in consultation with school ourses, school physicians, arbitects coaches, trainers, and local Emergency Medical Services agencies, as framegonicy Medical Services agencies, and framegonicy Medical Services agencies and framegonicy Medical Services agencies.	
A method establishing a reject 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 exercit 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.	
savery are causion to prevent regime in Laboroom and on the School callipsio. A method of providing access to training in CPR and first all for text, subtletic coaches, trainers, and other school staff which may include CPR training for High School students, provided that School Committees may each 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 camps. Building Principals will meet all requirements for conducting fire drill said Timesgency Response drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carring on other insegered reprosmitations for building revocasion.	
SOURCE: MASC	
LEGAL REF: M.G.L 69:8A Section 363 of Chapter 159 of the Acts of 2000 CROSS REF.: BECD, Emergency Closings II. United Markets II. Control Markets II. Control Markets III. Contro	

What Policy is Not

- Detailed direction
- Forms, job descriptions, etc.

What is a regulation or procedure?

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

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")

When Reviewing Policy Check These:

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

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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