



## **Roles and Responsibilities in Policy**

### **The School Board**

1. Sets clear directions for the school system and establishes parameters for administrative, staff and board action through its policies.
2. Evaluates the policy needs of the district and directs the administration to draft language consistent with the board's broad policy goals.
3. Seeks input from affected groups or individuals through the superintendent.
4. Gives feedback on draft policies and ensures legal compliance through legal counsel review.
5. Adopts final policy.
6. Monitors implementation and conducts a periodic policy review according to the board's policy on policy adoption.

### **The Superintendent**

1. Ensures policies and corresponding procedures are disseminated to all board members and employees of the district. Ensures policy manual is easily accessible to students, parents, and community members.
  - Provides regular reports to the board regarding policy implementation and any issues associated with specific policies that require the board to take action.
2. Informs the board when a new policy need arises.
  - When a new policy is under consideration, gathers information to inform the board of relevant issues and requirements.
3. Involves administrators and impacted stakeholders in the initial development of the policy.
4. Obtains outside expertise for the board, such as legal counsel, when requested.
5. Publishes and maintains the district's policy manual.
6. Monitors school and district level compliance with policies.
  - Administers the schedule for routine policy review.