

Standard 4: Policy & Legal

Effective school boards lead through sound policy, ensuring transparent, ethical, legal operations.

| Competencies | Indicators/Examples of Best Practice |
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| <p>Policy Leadership - Develops sound, written policy to clarify the board's intent for district direction.</p> | <ol style="list-style-type: none">1. Recognizes the board's main role is to develop and adopt board policy which guides the administration. The policy is written answering the "what" and "why" question leaving "how" to the discretion of management.2. References board policy when making decisions and implementing board policy.3. Reviews policy manual thoroughly and thoughtfully at least every five years and more often should laws or practices regarding the policy change.4. Discusses the role of board policy regularly and how commitment to board policy helps the board stay on task5. Ensures compliance with state and federal laws in making local policy decisions.6. Develops and complies with board policy regarding the orderly procedure of board meetings and detailed agendas to ensure the board focuses on those issues that will have a positive impact on student achievement. |

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| <p>Legal –Ensures that board and district actions are in compliance with state and federal laws, appropriately addressing legal issues when they arise.</p> | <ol style="list-style-type: none"> 7. Acquires and uses fundamental school law knowledge to ensure that actions are in compliance with the law and board policy. 8. Expects all inquiries, complaints, etc. will be responded to promptly and in compliance with board policy to settle the issue at the lowest level possible. 9. Appoints an attorney to work with and represent the board on legal issues. 10. Adopts board policy outlining who can contact the board legal counsel without prior board approval. 11. Recognizes the board’s legal counsel is the board’s attorney and the attorney/client privilege resides with the board, not an individual board member or superintendent. |
| <p>Ethics - Models ethical and legal behaviors which enable the board to stay focused on district goals.</p> | <ol style="list-style-type: none"> 12. Adopts, annually commits to, and models a Code of Ethics policy. 13. Models the importance of personal ethics so board members, district employees and students recognize this and follow the lead of the board when working with each other and conducting their jobs or completing schoolwork. 14. Acts in a professional manner as befitting the role of an elected official and a representative of the school district. |
| <p>Transparency - Establishes policies and ensures processes that are open and accountable.</p> | <ol style="list-style-type: none"> 15. Complies fully with open meetings and public records laws in board operations. 16. Actively seeks ways to promote public understanding and access to district information, especially on achievement, finances and major decisions impacting stakeholders. 17. Assigns district and board spokespersons so media and community are hearing a consistent message. 18. Holds the system accountable for transparency throughout all layers of the district. |

