



# Policy Basics for Board Assistants

**Chelsea Sutton**

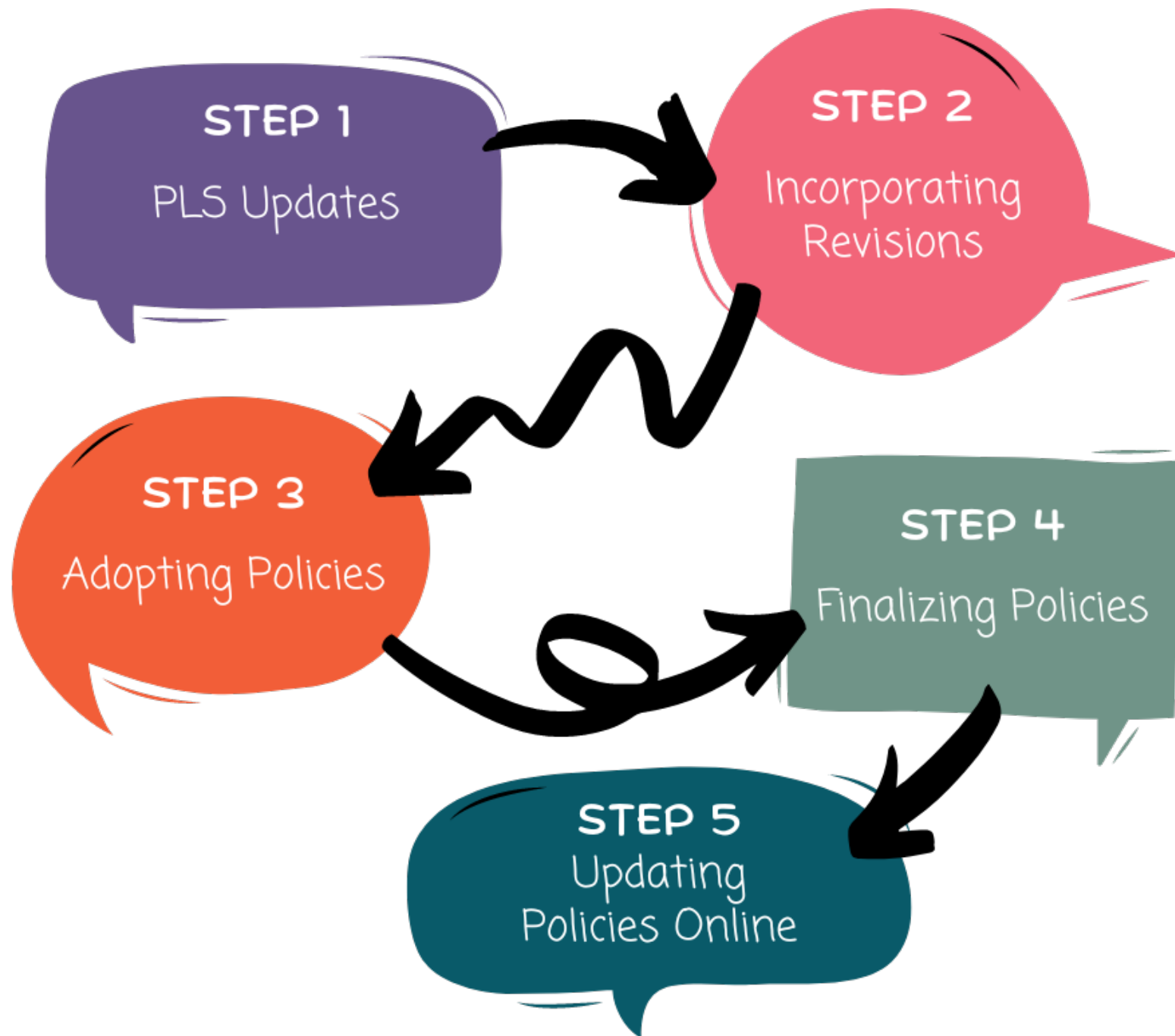
North Carolina School Boards Association

Editorial Coordinator

# What will this webinar cover?

What is a school board policy

Policies to Lead the Schools (PLS) manual



# What is a School Board Policy?

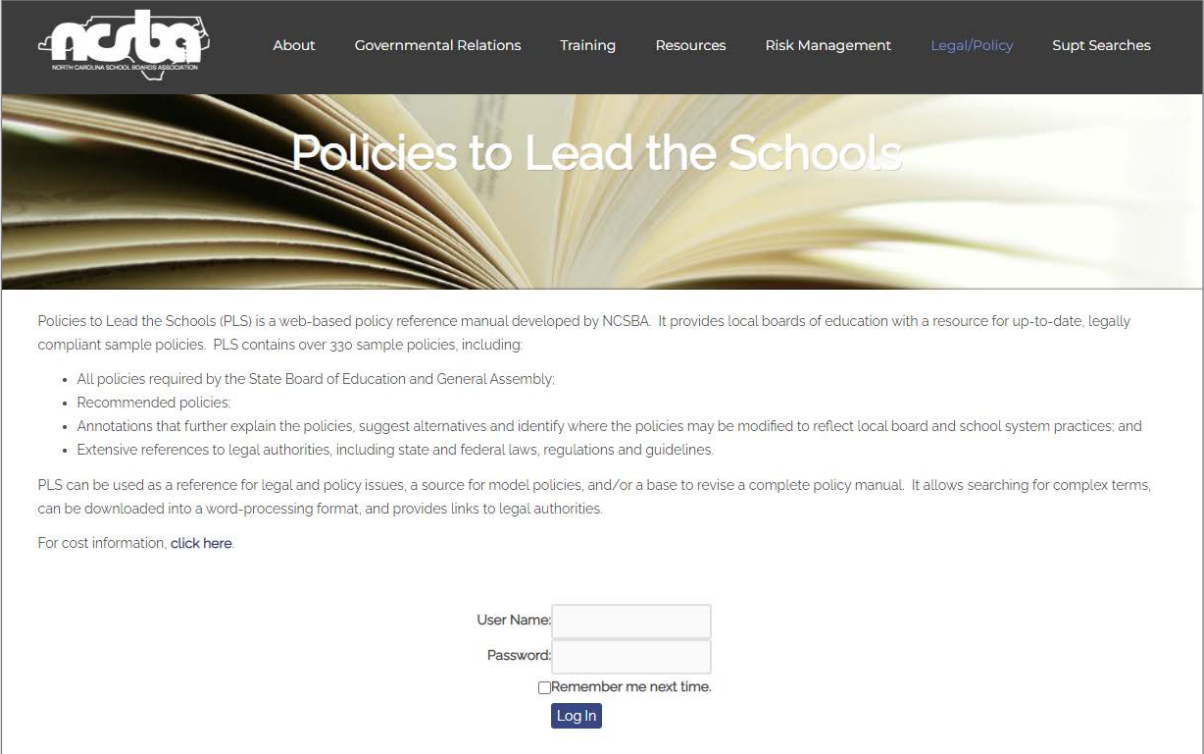
- Responsibility of board of education
- Framework for school district to follow
  - Ensure legal compliance
  - Reduce potential for legal liability
  - Spell out board directives
- Presented to board by school administrators
- Policy manual available to all stakeholders

# PLS Manual

- Sample policy manual developed by NCSBA
- Consists of 300+ sample policies
- Includes policies required by law as well as recommended policies
- Policies used as a guide to develop local policies
- Many school districts, including yours, subscribe to PLS

# PLS Manual

- The PLS manual is available online:  
<https://www.ncsba.org/legal/policies-to-lead-the-schools/>
- Sign in using your district's login credentials



The screenshot shows the website for the Policies to Lead the Schools (PLS) manual. At the top, there is a navigation bar with the NCSBA logo and links for About, Governmental Relations, Training, Resources, Risk Management, Legal/Policy, and Supt Searches. Below the navigation bar is a banner with the title "Policies to Lead the Schools" over a background of an open book. The main content area contains a description of the PLS manual, a bulleted list of features, and a login form. The login form includes fields for "User Name:" and "Password:", a checkbox for "Remember me next time.", and a "Log In" button.

**ncsba**  
NORTH CAROLINA SCHOOL BOARDS ASSOCIATION

About Governmental Relations Training Resources Risk Management [Legal/Policy](#) Supt Searches

## Policies to Lead the Schools

Policies to Lead the Schools (PLS) is a web-based policy reference manual developed by NCSBA. It provides local boards of education with a resource for up-to-date, legally compliant sample policies. PLS contains over 330 sample policies, including:

- All policies required by the State Board of Education and General Assembly;
- Recommended policies;
- Annotations that further explain the policies, suggest alternatives and identify where the policies may be modified to reflect local board and school system practices; and
- Extensive references to legal authorities, including state and federal laws, regulations and guidelines.

PLS can be used as a reference for legal and policy issues, a source for model policies, and/or a base to revise a complete policy manual. It allows searching for complex terms, can be downloaded into a word-processing format, and provides links to legal authorities.

For cost information, [click here](#).

User Name:

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# POLICIES TO LEAD THE SCHOOLS



Quick Search/Search this Manual  [Advanced Search](#)

- 1000 Governing Principles
- 2000 Board Operations
- 3000 Educational Program
- 4000 Students
- 5000 Community Relationships
- 6000 Support Services
- 7000 Personnel
- 8000 Fiscal Management
- 9000 Facilities



North Carolina School Boards Association

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## Policy Code: 3400 Evaluation of Student Progress

1 An evaluation system of students' academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the board. The board believes that the formal issuance of student evaluations on a regular basis promotes continuous assessment of a student's performance; informs the student, his or her parents or guardians, and the school counselor about the student's performance and progress; and provides a system of notice that allows intervention strategies to be implemented if necessary to improve the student's performance. 2 The board encourages teachers and principals to pursue innovative methods of evaluating progress.

The superintendent or designee shall establish an evaluation system for assessing an individual student's academic achievement and progress relative to benchmarks set for students at that instructional level. 3 The evaluation system should provide for regular communication with parents so that they may be informed and involved in their child's education.

Teachers shall evaluate student performance and keep accurate records in order to substantiate a grade or assessment given in a course. 4

Legal References: [G.S. 115C-47](#)

Cross References: Parental Involvement (policy [1310/4002](#)), Goals and Objectives of the Educational Program (policy [3000](#))

Issued:

Revised: April 28, 2009; September 29, 2017

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- NCSBA issues two primary PLS Update packets per year
- May issue additional packets at other times
- Each packet includes copies of all updated policies
- May also include new policies
- Packets are sent via email to the superintendent, other school administrators, and/or board assistant

STEP 1

PLS Updates

## Spring 2022 PLS Update



Cynthia Moore

To



Reply




Reply All

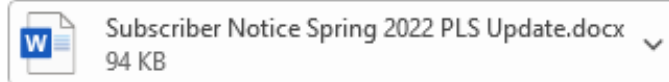


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Thu 3/31/2022 11:22 AM

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*If you have received this email and you are not the primary or secondary policy contact, the school board attorney, or the superintendent, please notify us immediately.*

March 31, 2022

Dear PLS Update Subscriber:

Today we are sending you our Spring 2022 PLS Update. The attached “Subscriber Notice” contains information about the update. We recommend that you print the subscriber notice for future reference.

You can access and download the policies in this update using the following Dropbox link:

<https://www.dropbox.com/sh/w99t73v1g36uakl/AAAcIQlwMKFrcBIT3xHvjb6pa?dl=0>

If you experience any difficulties accessing the policies through this link, please contact Cynthia Moore at 919.747.6696.

With regards,

Your North Carolina School Boards Association PLS Update Team



NCSBA

### Spring 2022 PLS Update

from Cynthia Moore (NCSBA) via [Dropbox Business](#)

Save to Dropbox

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Name	Modified	
 Set 1 - Substantive Changes	--	
 Set 2 - Minor Changes Only	--	
 Spring 2022 Update Table.docx	4/14/2022 9:31 am	



# POLICIES TO LEAD THE SCHOOLS

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## Policy Code: 1200 Governing Principle - Student Success

A system of excellent schools in which every student has an opportunity to receive a sound basic education<sup>1</sup> has as its first priority to provide opportunities for individual students to succeed and overall student performance to improve. Through its policies, the board has made student success a priority for the school system. Student success is addressed in the following policies:<sup>2</sup>

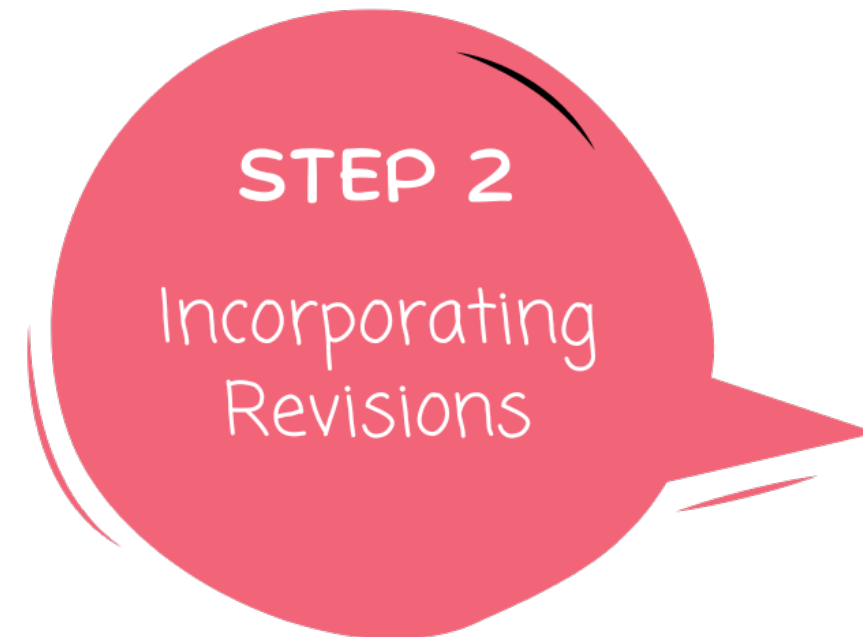
- Board Authority and Duties (policy [1010](#))
- Parental Involvement (policy [1310/4002](#))
- Title I Parent and Family Engagement (policy [1320/3560](#))
- Professional and Staff Development (policy [1610/7800](#))
- Goals and Objectives of the Educational Program (policy [3000](#))
- Curriculum Development (policy [3100](#))
- Innovation in Curriculum and Instruction (policy [3110](#))
- Lesson Planning (policy [3120](#))
- Grouping for Instruction (policy [3130](#))
- Evaluation of Instructional Programs (policy [3140](#))
- Selection of Instructional Materials (policy [3200](#))
- Technology in the Educational Program (policy [3220](#))
- School Calendar and Time for Learning (policy [3300](#))
- Evaluation of Student Progress (policy [3400](#))
- Students at Risk of Academic Failure (policy [3405](#))
- Testing and Assessment Program (policy [3410](#))
- Student Promotion and Accountability (policy [3420](#))
- School Improvement Plan (policy [3430](#))
- Recognizing Excellence (policy [3440](#))
- Graduation Requirements (policy [3460](#))

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- Someone in your district will incorporate PLS revisions into your local policies
- Often the board assistant's responsibility
- Changes may be reviewed by senior administrator or board attorney



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**BOARD MEMBER CONFLICT OF INTEREST** Policy Code: 2121

The board and each member of the board recognize that they are subject to North Carolina's criminal laws related to conflicts of interest in public office and that a board member may not use his or her office for personal benefit. The board and each member of the board further recognize that they are subject to the standards established by the federal government for recipients of federal grants as specified in policy 8305, Federal Grant Administration. The board and each member of the board understand that violation of state and federal laws and regulations on conflicts of interest may result in conviction of a crime, may render a contract of the board void, or may result in loss of federal funds. In keeping with the ethical duties specified in policy 2120, Code of Ethics for School Board Members, board members will not let any personal or business interest interfere with their duties as public officials.

All board members will abide by the following conflict of interest rules.

- A board member will not solicit or receive personal financial gain from the school system by means of intimidation, undue influence, or misuse of school system employees in violation of G.S. 14-234.2.
- A board member will not derive a personal benefit from a contract with the school system in violation of state-law-G.S. 14-234. Specifically, a board member will not:
  - obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;
  - influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the board member will obtain a direct benefit from the contract; or
  - solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract.

For purposes of G.S. 14-234, a board member is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make

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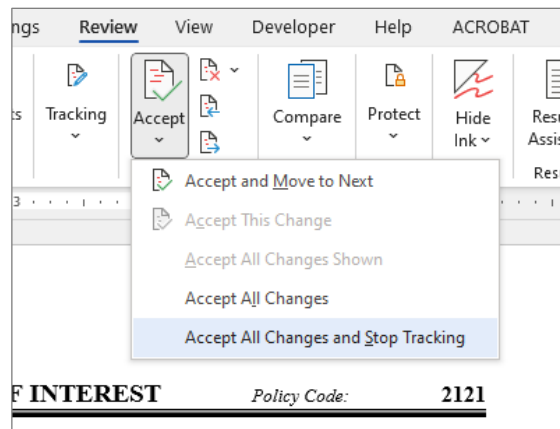
- A board member will not derive a personal benefit from a contract with the school system in violation of state law G.S. 14-234. Specifically, a board member will not:
  - obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;
  - influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the board member will obtain a direct benefit from the contract; or
  - solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract.

For purposes of G.S. 14-234, a board member is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. A board member is involved in making a contract if he or she participates in the development of the specifications or terms of the contract or participates in the preparation or award of the contract. A board member is also involved in making a contract if the board takes action on the contract, even if the specific board

- Policies presented to board for first reading
- Policies presented to board for second reading
- Board will adopt or not adopt policies
- Action must be recorded in meeting minutes
- Board may consider policies not part of PLS Update



- After adoption, someone in district will finalize policies
- Often the board assistant's responsibility
- Finalizing includes:
  - Incorporating amendments
  - Accepting revisions



- Adding adoption or revision date

STEP 4  
Finalizing Policies

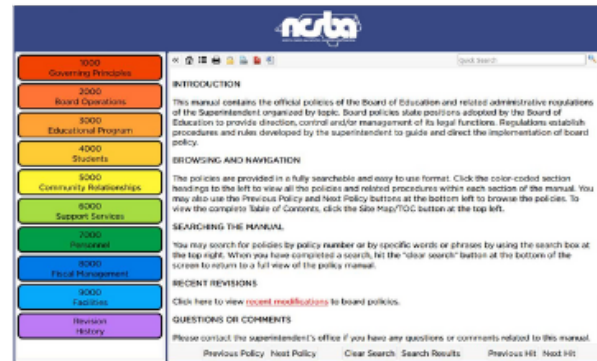
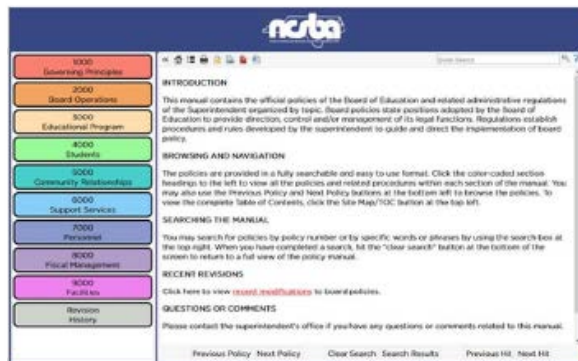
- Maintaining a record of adoption and revision dates is important

Adopted: September 26, 2011

Revised: July 31, 2017; December 17, 2018; November 23, 2020

- Review your policies
- Finalized policies should be saved

- Your online policy manual needs to be updated
- Your district may or may not use NCSBA's webhosting service



- Send policies to [policyupdates@ncsba.org](mailto:policyupdates@ncsba.org)
- Or send policies to website administrator



# Questions?

**Chelsea Sutton**

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919-747-6713