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2 **BOARD POLICY DEVELOPMENT AND PROCEDURE¹**

3 Responsibility for System Maintenance

4 The Superintendent shall designate a specific person or office to maintain the
5 **Shaker Regional School District (SRSD's)** policy reference files, to maintain
6 the **Shaker Regional School Board (SRSB)** policy manual, and to serve as
7 liaison between the District, the New Hampshire School Boards Association,
8 State Board of Education, and other sources of policy research information.
9 Such designee shall maintain an archive of any and all adopted and amended
10 policies.

11 Classification and Coding of Policies

12 A policy shall be classified and coded in accordance with the National School
13 Board's Association (NSBA) classification and coding system.²

14 Criteria for Development of a Policy Statement

15 A policy may be developed

- 16 -if required by law,
- 17 -if there is an inadequate or insufficient statement in law or regulations,
- 18 -if the **SRSB** articulates a need or desire for a policy, or
- 19 -if recommended by the Superintendent.

20 Content of a Policy Statement

21 A policy statement should:³

- 22 -clearly define a goal or objective.
- 23 -define roles and responsibilities (who is supposed to do what).
- 24 -if possible, state measurable outcomes.
- 25 -identify relevant authority for statements or concepts.

26 A policy statement should NOT:

- 27 -be a restatement or paraphrase a federal or state law or regulation⁴

28 A policy statement may simply (and only) reference a law or regulation if such
29 is an adequate statement of a policy (e.g. "District practices regarding xyz shall
30 conform to RSA ###").

¹ See NHSBA Model Policy BGA, May 1998

² See NSBA "Code-Finder Index", 6th Edition

³ See NSBA "Becoming a Better Board Member", 2nd Edition, Page 62

⁴ See NSBA "Becoming a Better Board Member", 2nd Edition, Page 67