



# POLICY IN PRACTICE

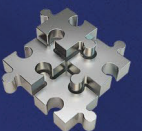
## BOARD POLICIES AND WHY THEY MATTER

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POLICY IN PRACTICE

“It’s always the small pieces  
that make the big picture...”



# What are policies?



## Policies are.....

- Principles adopted by the board to chart a course of action
- They explain what is wanted or not wanted and may also include why and how much
- The voice of the board and the law of the district

“Policies not written are not policies.”



So, what is the difference between a policy and an administrative rule?

POLICIES

Tells what is wanted and often indicates why and how much.

Tells who does what, when, where, and how.  
Procedure-oriented

ADMINISTRATIVE RULES



Why do we need them??



## The Why



## WHAT ABOUT US?



# What is the board's role in policy development?

- ☐ To develop and adopt policies governing the various facets of district operations
- ☐ To present ideas for policies and work cooperatively with the administration to make needed revisions
- ☐ To provide resources to support policies such as adequate financing, staffing, or facilities
- ☐ To review how changes or implementations of policies significantly impact students and staff.
- ☐ To constantly monitor progress towards goals and compliances with policies



## BOARD POWERS AND DUTIES

### *Code BBA Issued MODEL*

State law and regulation requires the board to discharge certain duties and confers upon them legislative, judicial, and executive powers.

#### **Legislative/Policymaking**

The board is responsible for the development and adoption of policy to direct the general management and administrative actions of the district. The policies will be in written form and continually re-evaluated in terms of the changing needs and functions of the district.

#### **Executive**

The board will employ a superintendent to serve as the district's chief executive officer. In that role, the superintendent performs administrative duties for the board by virtue of the powers delegated to him/her. The board will hold the superintendent accountable for the proper and efficient administration of the district.

#### **Quasi-Judicial**

The board is responsible for hearing appeals of professional and support staff members, parents/legal guardians, students, and others when such appeals are contemplated by local, state, or federal law or board policy.

#### **Operational Action**

The board is responsible for carrying out board business, such as adopting procedures for meetings, electing board officers, and ensuring compliance with local, state, and federal laws.

#### **Appraisal and Approval**

The board is responsible for evaluating the effectiveness of its policies and the implementation of its policies. The board will appraise the superintendent's recommendations and act on each proposal in the district's best interest. The board will hold the superintendent accountable for furnishing complete information necessary for the board's evaluation.

#### **Educational Planning and Evaluation**

The board is responsible for establishing educational goals which will guide both the board and the staff in working together toward the continued improvement of the educational program of the district. The educational program will be evaluated regularly as measured through the goals and objectives set forth by the board. The board is responsible for requiring and acquiring reliable information to make informed decisions.

#### **Provision of Financial Resources**

The board will oversee the district's finances by authorizing, appropriating, and adopting a budget and by proposing tax levies or bond elections, when appropriate and as allowed by law, to provide for operation of the district's educational program.

#### **Staffing**

The board is responsible for employing the professional and support staff necessary for carrying out the district's educational program. The board is also responsible for establishing salary schedules, terms of employment, and other personnel policies.



## BOARD POLICY PROCESS/BOARD REVIEW OF ADMINISTRATIVE RULES

Code BG/BGD Issued MODEL

The board believes that the development, adoption, and review of board policies is its most important governance function. Board policies establish the goals, direction, and structure of the district. In addition to policies required by local, state, and federal laws and regulations, the board adopts policies to provide direction to the superintendent and other administrators, to guide the district's educational program, and to provide clear expectations for district staff, students, and parents.

The board regards policy development and review as an ongoing process. The need for a new policy or revision or deletion of an existing policy may arise from a change in law and/or regulations, modification of the district's vision or goals, educational research or trends, the occurrence of a significant incident, or a recommendation or request from an interested party. Proposals regarding policies may originate with board members, the superintendent, staff members, parents/legal guardians, students, consultants, civic groups, advisory committees, or any resident of the district. All proposals, including those from external sources, will be presented in writing and given to the superintendent for review. Upon recommendation from the superintendent, the board will examine proposals prior to acting upon them.

Each proposed policy (including proposals to amend policy) will require two readings at regular meetings or work sessions of the board. The formal adoption of the policies will be recorded in the minutes of the board. Only those written statements so adopted and so recorded will be regarded as official board policy.

### Suspension or Repeal of Policy

In emergency situations, a majority of the board members at a meeting may temporarily suspend the operation of any section or sections of board policy which are not established by law or contract. A proposal for such change must be listed on the agenda of the meeting. All members must be notified in writing of a meeting to discuss policy changes.

The board may also suspend a policy in certain emergency situations although such change was not listed on the agenda of the meeting if the favorable vote is unanimous and the agenda is amended in compliance with the South Carolina Freedom of Information Act.

### Review of Administrative Rules

Often policies of the board are accompanied by rules and exhibits that are referred to as administrative rules. These rules are generally drawn up by the administration to execute the policies of the board.

The board will approve administrative rules when such approval is required by law or otherwise advisable. The superintendent will have freedom, however, to amend or issue additional rules and procedures consistent with board policies.

The board may nullify any administrative rules determined to be inconsistent with the policies adopted by the board.

Adopted ^

## BOARD POLICY PROCESS/BOARD REVIEW OF ADMINISTRATIVE RULES

Code BG/BGD-R Issued MODEL

The superintendent or his/her designated policy manual coordinator has the responsibility of drafting policy proposals, maintaining the board's manual, and serving as liaison between the board and the South Carolina School Boards Association's (SCSBA) policy services and other sources of policy research information.

- The superintendent will present a proposed policy in writing to the board at least 30 days prior to possible approval.
- If legalities are involved, the board will consult legal counsel before action is taken.
- After the first reading, the superintendent will make the policy available for public review.
- Once the board gives a policy final approval, the superintendent will have the policy posted online or distribute a copy of the policy to each building administrator and district office administrator.
- The policy manual coordinator will send the policy to the SCSBA for final formatting and posting.
- In the absence of highly unusual circumstances, the administration must not allow proposed policies to "linger" unresolved and dormant for longer than 60 calendar days after presentation to the board.
- Without official board authorization, no administrator is permitted to physically or otherwise "just remove" a policy from the manual or online manual. A policy may be deleted by official board action only.
- The superintendent will supervise a review of the policy manual on a continuing basis. The district may seek the aid of SCSBA policy services in performing this review.

Issued ^

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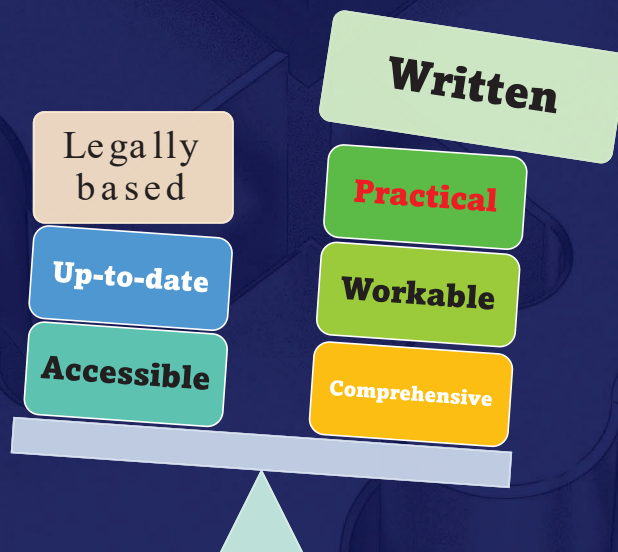
What influences district policies?

- ✓ Legal
- ✓ Community
- ✓ School or District

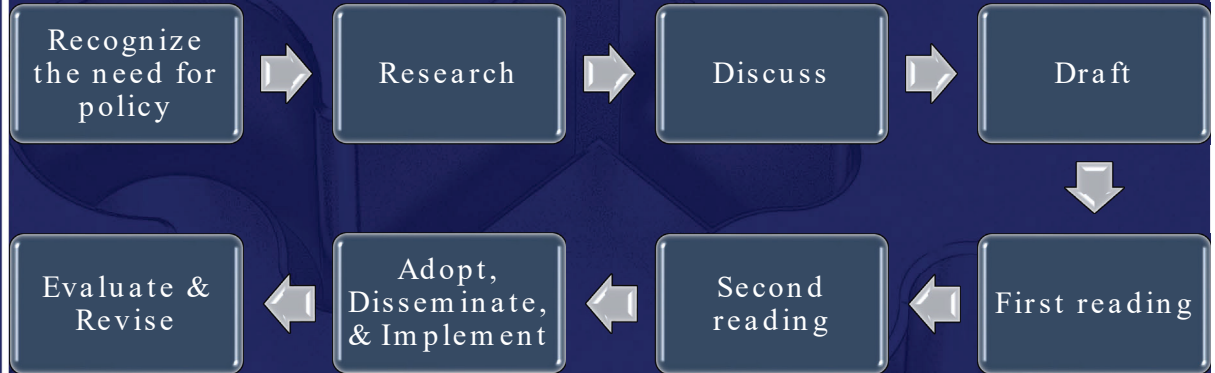


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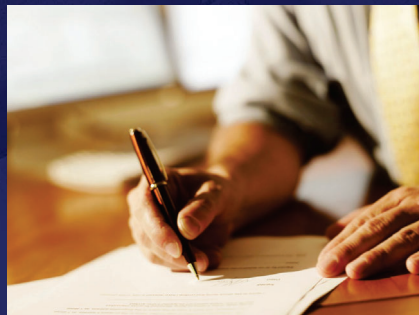
Critical Elements of a Policy



## How are policies developed and adopted?



## Policy Development in Action



## Act 177

Effective date 07/01/23

**Youth patriotic societies, public school event addresses**

SECTION 2. Article 5, Chapter 1, Title 59 of the 1976 Code is amended by adding:

"Section 59-1-465. (A) As used in this section:

(B) The principal of each elementary school, middle school, and high school shall allow representatives of youth patriotic societies, providing notice to the principal and approved pursuant to subsection (C), the opportunity to speak with students during the week of Patriot Day, the week of Constitution Day, or Patriotism Week events to inform the students of how their involvement in the youth patriotic society may further the student's educational interest and civic involvement to improve their schools, communities, and themselves. A youth patriotic society allowed to speak with students pursuant to this section may speak during the school day to students for at least ten minutes. A school may observe Constitution Day and Patriot Day during a single event and is not required to:

- (1) allocate more than thirty minutes during any one of the above-referenced weeks for use by youth patriotic societies under the provisions of this section annually, allocated equally among the requesting youth patriotic societies; or
- (2) allow a youth patriotic society to speak pursuant to this section more than once each school year.

(C) A youth patriotic society shall provide thirty days written or verbal notice to the principal of the society's intent to address students pursuant to subsection (B). The principal shall provide verbal or written approval indicating the specific date and time for the society to address the students and the location where the address may occur. Only if no patriotic youth societies request the opportunity to address students during any of the above-referenced weeks shall a school be considered to have fulfilled the requirements of this section if it incorporates the curricula pursuant to Section 53-3-150(B)(2) into lesson plans for all students during the applicable week."

**Patriot Day, Constitution Day, and Patriotism Week observations**

SECTION 3. Section 53-3-150(B) of the 1976 Code is amended to read:

"(B) The State Superintendent of Education shall require school districts to:

- (1) observe 'Patriot Day', 'Constitution Day', and 'Patriotism Week' by holding appropriate ceremonies, events, and assemblies on school grounds, including time allotted for youth patriotic society addresses to students as provided in Section 59-1-465; and
- (2) develop appropriate curricula that focus on the purposes of 'Patriot Day', 'Constitution Day', and 'Patriotism Week'."

**PATRIOTIC EXERCISES***Code IMDA Issued MODEL***Patriot Day**

All schools in the district will observe Patriot Day on September 11th in remembrance of the victims of the tragic events of September 11, 2001.

**Constitution and Citizenship Day**

In accordance with federal law, the district will offer educational opportunities each year on September 17th to commemorate the September 17, 1787, signing of the United States Constitution (if this date falls on a Saturday, Sunday, or holiday, Constitution Day will be held during the preceding or following week). The superintendent will establish guidelines ensuring that the district observes Constitution Day in a manner befitting the importance of the event in the history of the United States.

**Veterans Day**

All schools in the district will provide one hour of class time or assembly time to study the United States Constitution and the Declaration of Independence. This hour of study will be on November 11th (Veterans Day) or on the school day immediately preceding November 11th if schools are closed on Veterans Day.

Schools may allow students to attend activities to honor veterans on this day as part of the instructional day. Parents/legal guardians may request in writing that their child be excused from participation in such activities.

**Patriotism Week**

All schools in the district during the week of November 11th will observe Patriotism Week to recognize the important contributions made by our military veterans, to honor their sacrifices, and to memorialize those who lost their lives in military service.

**Youth Patriotic Societies**

The principal of each elementary, middle, and high school will allow representatives of youth patriotic societies the opportunity to speak with students during the week of Patriot Day, Constitution Day, or Patriotism Week to inform students of how their involvement in a youth patriotic society might further their educational interests and civic involvement to improve their school schools, community, and themselves.

A youth patriotic society will be allowed to speak during the school day for at least 10 minutes provided that they have given 30 days written or verbal notice to the school's principal of their intent to address students. Upon receiving notice, the principal shall provide verbal or written approval indicating the date and time for the society to address students, and the location where the address will occur.

Adopted ^

**Legal References:**

- A. United States Code of Laws, as amended:
  1. Constitution Day and Citizenship Day, 36 U.S.C.A. Section 106.

# Act 177

Effective date 07/01/23

## Patriotic depictions in schools

SECTION 1. Article 5, Chapter 1, Title 59 of the 1976 Code is amended by adding:

“Section 59-1-325. (A) No later than January 1, 2023, every public school, to include state agency schools and charter schools, shall display the following depictions in a prominent place:

- (1) the official motto of the United States, ‘In God We Trust’;
- (2) the official mottos of South Carolina, ‘*Dum spiro spero*’ and ‘*Animis opibusque parati*’, and their respective translations;
- (3) an accurate representation of the United States flag; and
- (4) an accurate representation of the South Carolina state flag.

The State Board of Education shall promulgate regulations specifying how the depictions shall be displayed.

(B) The head of each public school shall ensure that the depictions required in subsection (A) are displayed in the manner adopted by the State Board of Education and as directed by the State Superintendent of Education. Nothing in this section shall prohibit the solicitation or acceptance of funds donated to achieve its purpose.

(C) The provisions of this section also apply to any private school that receives any public funding.”

## FLAG/MOTTO DISPLAYS

Code IMDB Issued MODEL

### Flag Displays

The schools will fly a United States flag and a flag of the state of South Carolina on the grounds of each public school every day that school is in session.

The schools will display a South Carolina flag and a flag of the United States inside every public school building.

### Motto Displays

The schools will display the following mottos in a prominent place in every public school in the district:

- The official motto of the United States, “In God We Trust.”
- The official motto of South Carolina, “Dum Spiro Spero”, and its translation “While I breathe, I hope.”
- The other South Carolina motto “Animis Opibusque Parati”, and its translation “Prepared in Mind and Resources.”

Adopted ^

### Legal References:

- A. S.C. Code of Laws, 1976, as amended:
  1. Section 59-1-320 - Head of public school to display U.S. and S.C. flags.
  2. Section 59-1-325 - Head of public school to display the official motto of the U.S. and S.C.
- B. S.C. State Board of Education Regulations:
  1. R43-188 - Displaying the flag.

## Add, Revise, or Delete??

Changes in  
state and  
federal law

Court  
decisions

Anticipation  
of district  
need or  
problem

In response to  
an incident in  
the district or  
if policies are  
not working




## Best Practices





## POLICY IN PRACTICE

1. Establish a policy review schedule.
  2. Check all policies and administrative rules for consistency with state law, SCDE regulations, federal laws and guidelines, and court rulings.
  3. Make sure policies are up-to-date in policy manual and online.
  4. Be sure that all policies reflect current district practice.
  5. Review related policies during the same timeframe.
  6. Be flexible.
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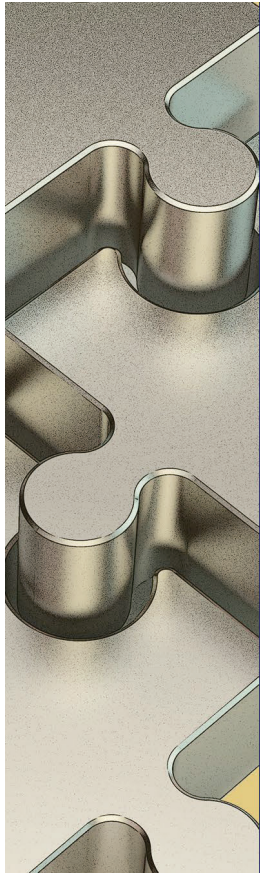


## POLICY IN PRACTICE

Remember...

Policy is the business of boards.





## POLICY IN PRACTICE



## POLICY IN PRACTICE

# THANK YOU

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