

101 AUTHORITY AND POWERS

State Law provides that in each reorganized School District there shall be a School Board which shall have the authority to administer and to supervise the free public schools to the reorganized School District; and which shall have the authority to determine policy and adopt rules and regulations for the general administration and supervision. Policy shall be conducted and formulated in accordance with Delaware Law and polices, rules and regulations of the State Board of Education.

Duties and powers of the Board for policy making as prescribed by Law:

1. Determine the educational policies of the District and prescribe rules and regulations for the conduct and management of the school; enforce the provisions of State Law relating to school attendance.
2. Grade and standardize all the schools under their jurisdiction, subject to approval of the State Board of Education, as in its judgment will promote the educational interests of the District.
3. Adopt courses of study.
4. Select, purchase and distribute free of charge such textbooks and other materials of instruction, stationary, furniture, equipment, apparatus, and supplies as are necessary to the work of the schools.
5. Approve forms on which school employees shall make reports as may be required by the School Board.
6. Make all reports required by the Secretary of Education of the Delaware Department of Education at such time, upon such items, and in such form as may be prescribed by the Secretary of Education.
7. Appoint personnel.
8. Control and management of school property; tax exemption.

All property, estate, effects, money, funds, claims, and state donations heretofore vested by Law in the public school authorities of any reorganized School District for the benefit of the free public schools of the District shall be under the control and management of the Board of Education of such District.

Any real and personal estate granted, conveyed, devised or bequeathed, or which may hereafter be granted, conveyed, devised or bequeathed, for the use of any reorganized School District, shall be held in trust by the Board of Education for the benefit of the free public schools of the respective District.

Such grants, bequests, or money invested in trust for the use of any special School District shall be exempt from all state, county, and local taxes.

102 FUNCTIONS

The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the School District. Those procedures and policies, which are not dictated by the statutes or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any public meeting of the Board.

The purpose of this manual is to provide access to the guiding policies of the Woodbridge School District. Included are incorporated policies adopted, followed by regulations and District. Included are incorporated policies adopted, followed by regulations and procedures to implement such policies. It is anticipated that this manual will be of sufficient scope that the Superintendent of Schools, his/her Assistants, and the Principals of the individual buildings will, at all times, have adequate information and guidance to make administrative decisions as the demand occurs. In cases of conflicting policy interpretations of previous Woodbridge Boards of Education in the Woodbridge School District, the applicable provisions provided here should be current.

Policies: These are principles adopted by a School Board to define the goals and to give direction to the educational system for which they are responsible and to guide those persons who carry on work of the system. Policies should be sufficiently broad to allow school personnel to use judgment in meeting the variety of day-to-day circumstances; yet policies should be narrow enough to clearly communicate the intentions of the School Board.

Administrative Procedures: These are detailed rules, which regulate the way in which the school system carries out the policies of the School Board. The administrative procedures specify the “how,” the “who,” the “when” by which such policies are utilized in day-to-day operations and are formulated by the School Administrators, primarily by the Superintendent.

103 MEMBERSHIP

Members of the Board: School Board Members shall be elected or appointed as provided in the Delaware Code. School Board Elections, as required, shall be held on the second Tuesday of May as described in the Delaware Code Title 14 §1072 (c).

104 ORGANIZATION

Organization of the Board: The Board of Education shall meet at a designated meeting place in the month of July each year and elect one of its members as President and another of its members as Vice President. The Board shall designate the Superintendent as the Executive Secretary of the School Board. The Assistant Superintendent shall be designated as the Assistance Executive Secretary. Appointments to State and local committees shall also be appointed by the Board President with discussion amongst other Board members.

105 WOODBRIDGE BOARD OF EDUCATION MEETINGS

Regular Meetings: These meetings will be held each month. The time and location of the meetings will be determined in July at the annual organizational meeting.

A tentative agenda shall be released to the local newspapers and sent to each town hall and school for posting seven (7) days prior to each scheduled meeting. If deemed necessary, the tentative agenda shall also be posted in other appropriate locations. The tentative agenda is subject to modifications or additions.

Citizens may have items placed on the agenda by presenting a written request to the Executive Secretary, by noon, seven (7) days prior to the meeting.

Individuals desiring to address the Board will be recognized in the formal agenda designated as Public Commentary. The Board President may limit the length of time dedicated to a topic of discussion. Board Policy 114, Public Participation in Board Meetings, will be used in conducting the public commentary portion of the meeting.

Order of business for regular meetings (not limited to):

1. Call to Order
2. Executive Session
3. Open Session
4. Agenda Adoption
5. Special Recognition/Presentations
6. Review of Minutes
7. Review of Budget
8. Reports
 - A. Superintendent's Report
 - B. Board Report
 - C. Student Report
9. Information Items
10. Public Commentary
11. Agenda Action
12. Executive Session (if necessary)
13. Action (if necessary)
14. Adjournment

School Board minutes are the official records of all business conducted by the Board. Minutes shall be complete and accurate. A secretary shall be present to insure accurate recording of minutes.

The minutes of Board meetings, after approval, shall serve as news releases and be circulated to the Board Members, local newspapers and District website.

Voting: State Law requires that “no motion or resolution shall be declared adopted without the consent or affirmative vote of the majority of the Board.” Such voting shall be done only in open meetings when a voting majority of the Board is present except for those provisions provided by Delaware Code, Title 29, Part 10, Chapter 100, Paragraphs 10001-10005.

Special/Workshop Meetings: These meetings may be called to address topics which may need action prior to the regularly scheduled monthly Board meeting.

Emergency Meetings: These meetings may be called by the President of the Board to address an emergency situation.

Executive Session: The Board reserves the right to sit in Executive Session, closed to the public. As required by Law, the motion calling for an Executive Session will indicate the nature of the items to be discussed. The Board shall meet in Executive Session only for those purposes which the Law recognizes.

No action shall be taken by the Board in Executive Session except as permitted by State Law. In order to act upon items considered at an Executive Session, the Board shall convene or reconvene in Open Session. That such meeting was, or will be held, along with items discussed or to be discussed, shall be recorded in the minutes of the subsequent or proceeding Open Session of the Board. Board Members and any persons attending an Executive Session are duty bound not to disclose any details of the discussion held.

All meetings are subject to the appropriate posting requirements per 29 Del.C. §10004(e).

FIRST READING:	October 4, 2005
SECOND READING:	October 18, 2005
APPROVAL:	October 18, 2005
FIRST READING:	October 15, 2014
SECOND READING:	November 19, 2014
APPROVAL:	November 19, 2014

106 DISTRIBUTION

The Board desires to make this Manual of Policies and Procedures a useful guide for all Members of the Board, the Administration of this District, and all personnel employed by the Board.

Therefore, copies of this manual shall be given to the following:

Members of the Board;

Administrators;

School Principals' Offices;

Each Town Library;

Woodbridge Education Association President;

Board's Legal Counsel;

Posted on District Website

107 POLICY ADOPTION

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board.

The Board will adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final action:

First meeting: The proposal will be presented for the “First Reading” as “Discussion.”

Second meeting: The proposal will be presented for a “Second Reading” as “Action.”

During discussion of a policy proposal, the views of the public and staff will be considered. Board Members may propose amendments. An amendment will not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions; however, the above procedure is required before the policy will be considered permanent.

108 PUBLIC RELATIONS OBJECTIVES

The purpose of the school-community relations program is to establish and maintain a program that informs the public and involves them in goals and services that District's public schools.

Public Information: The School Board, through the Superintendent, will supply factual information to keep the public informed as to the needs and activities of the schools.

109 CITIZENS ADVISORY COMMITTEES

Citizen Advisory Committees are sometimes useful in keeping the Board and Administration informed with regard to community opinion and in representing the community in the study of specific school problems.

The School Board will appoint advisory committees to collaborate with the School Board on school-community problems as specific needs arise.

The School Board recognizes the value of association between school personnel and the public and encourages parent participation in school life through such organizations as parent-teacher groups and study groups.

110 SCHOOL BOARD WORK SESSIONS AND RETREATS

The Board, as a decision-making body, is confronted with continuing flow of problems, issues, and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, the Board may schedule work sessions and retreats from time to time in order to provide its Members and the Executive Staff with such opportunities. Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in accordance with the State law on public meetings.

111 SCHOOL BOARD MEMBER ETHICS

Because of the vital and important role which the public schools of our State and County play in providing the best foundation for democratic living and for sustaining the American way of life, and because, therefore, School Board Membership represents such a challenging responsibility, the Code of Ethics is recommended by the Delaware School Boards Association as a guide to its members as they strive to render effective and efficient service to their respective communities.

The Members of the Board subscribe to the following code:

A School Board Member should honor the high responsibility, which his or her membership demands.

BY thinking always in terms of “children first;”

BY understanding that the basic function of the School Board Member is “policymaking” and not “administrative” and by accepting the responsibility of learning to discriminate intelligently between these two functions;

BY accepting the responsibility, along with his or her fellow Board Members, of seeing that the maximum of facilities and resources is provided for the proper functioning of schools;

BY refusing to “play politics” in either the traditional partisan or in any petty sense;

BY representing, at all times, the entire school community;

BY accepting the responsibility as a State official to seek the improvement of education throughout the State;

A School Board Member should respect his or her relationships with other members of the Board:

BY recognizing that authority rests only with the Board in official meetings, and that the individual has no legal status to bind the Board outside of such meetings;

BY recognizing the integrity of his or her predecessors and associates, and the merit of their work;

BY refusing to make statements or promises as to how he or she will vote on any matter, which should properly come before the Board as a whole;

BY making decisions only after all facts bearing on a question have been presented and discussed;

BY respecting the opinion of others and by graciously conforming to the principle of “majority rules;”

BY refusing to participate in irregular meetings such as “secret” or “star chamber” meetings which are not official and which all members do not have the opportunity to attend.

A School Board Member should meet his or her responsibility to his or her community:

BY attempting to appraise fairly both the present and future educational needs of the community;

BY regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools to the community;

BY insisting that all business transactions be on an open, ethical, and above-board basis;

BY vigorously seeking adequate financial support for the schools;

BY refusing to use his or her position on a School Board in any way whatsoever for personal gain or personal prestige;

BY winning the community’s confidence that all is being done ~~it~~ **in** the best interest of school children.

A School Board Member should maintain desirable relations with the Superintendent and his or her staff:

BY acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel;

BY referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative solution;

BY presenting personal criticisms of any employee directly to the Superintendent.

Individual Members

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board Member except when such statement or action is in pursuance of specific instructions from the Board.

112 TRAVEL POLICY

INTRODUCTION

A. Purpose

The purpose of this policy is to provide guidelines under which employees and officials will be reimbursed for authorized travel expenses incurred in the conduct of Woodbridge School District business. In addition to the guidelines, specific procedures with regard to incurring and reporting travel expenses are provided.

While this policy does not cover every possible situation, it establishes adequate parameters for employees and officials to make appropriate judgments about expenditures.

It remains the responsibility of the agency management to control and approve travel related expenditures.

B. Scope

This policy shall apply to employees of the Woodbridge School District, Board of Education, and others, who are engaged in authorized travel and who expend Woodbridge School District funds for travel purposes.

TRANSPORTATION COMMON CARRIER

A. General

All trips requiring the use of common carrier must be pre-approved by the appropriate approval authority within the agency.

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved and the requirements of the trip.

All common carrier reservations must be made through the designated district travel coordinator as determined by the Superintendent. Consistent with reasonable business travel planning, common carrier will be booked at the lowest available fare. The authorized travel agent(s) is required to offer the traveler the lowest available fare. If the lowest available fare is turned down by the traveler, the traveler's explanation for the denial will appear on the trip request.

Travelers should be advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may not specify particular airlines or other carriers to accumulative mileage on promotional plans such as frequent flyer programs.

In order to take advantage of special discount rates (supersaver fares, etc.) reimbursement may be made to an employee prior to a trip being taken under the following conditions:

1. Documentation of the substantial savings.
2. Employee's proof of payment from a charge card billing or other statement from the travel agency or airline.

Most airlines will not give refunds or partial refunds for super-Saver airfares.

The district travel coordinator is encouraged to examine the advantage of fares requiring early trip departure. However, it is important to consider the additional cost of meals and lodging for the required extra day(s) stay when comparing cost.

B. Air Travel

1. Accommodations

When commercial airlines are used as a mode of travel, accommodations shall be coach/economy class unless some other class accommodations are more economical.

2. All travel will be by the most economical and direct routes.

In case a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

3. Conference Airfare Arrangements

When attending a conference, always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline or a specific travel agency to obtain the discount fare, all fare and file number information should be given to the contract travel agency. They will then attempt to obtain the conference rate, government rate, or lower rate for the traveler.

However, if a lower fare is not available, the conferees may make their travel arrangements directly utilizing the conference instructions.

C. Rail Travel

Accommodations

When it has been determined that rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be utilized.

When practical, rail travel should be arranged through the contract travel agent.

TRANSPORTATION PASSENGER VEHICLES

A. State-Owned Vehicles

State-owned vehicles should be utilized for out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel and parking.

B. Privately Owned Vehicles

1. The use of privately owned vehicles for out-of-state travel shall require prior approval of the appropriate agency approval authority. Reimbursement of private vehicle expenses shall be at the rate established in Title 29, Subchapter 7102 of the Delaware Code for actual and necessary miles traveled.

In considering approval, the approval authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days.

2. When two or more employees travel in a privately owned vehicle, only one mileage reimbursement will be allowed.

C. Rental Cars

1. General

The use of a rental car, when traveling out of state, must be justified as an economical need and not as a matter of personal convenience. All rentals should be at the most economical rate per day including government rates or special rate agreements through the authorized travel agent(s) or state contract. When traveling in groups, sharing of cars, when practical, should be done to minimize costs.

2. Vehicle Size

Whenever possible, compact cars shall be rented or reserved. However, if a larger size vehicle is more economical, or more than two travelers are traveling together, the larger vehicle may be appropriate.

3. Insurance

Travelers may sometimes be covered by their personal automobile insurance policy or other personal credit cards. Travelers should check their automobile policy and credit card policy and decline additional coverage accordingly. Reimbursement for additional or optional insurance coverage will not be allowed without prior approval from the agency approval authority.

4. Refueling Before Return

To avoid a refueling surcharge, all rental cars shall be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee or state shall be explained in the reimbursement request.

5. Reservations

Car rental reservations shall be made through the authorized travel agent(s) under contract with the State of Delaware whenever possible.

LODGING

A. General

Travelers are expected to seek accommodations that are comfortable, convenient, meet business and personal needs, and offer good value.

B. Accommodations

1. Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to official travel.
2. Accommodations shared with family members or others not on official agency business are reimbursable at the single occupancy rate only.

3. Accommodations shared with other travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler shall be based on a pro-rate share as reported on each reimbursement request.
4. Travelers may elect to use their personal campers or recreation vehicles rather than staying in a hotel/motel. When prior approval is received from the appropriate agency approval authority, the traveler will be reimbursed actual cost not to exceed cost of hotel, receipt required.

C. Conference Lodging Arrangements

Hotel reservations should be made through the district travel coordinator whenever possible. When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee should inform the district travel coordinator, who will attempt to obtain the conference rate, government rate or lower rate, for the employee. However, if a lower rate is not available, the conferees should make their lodging arrangements directly utilizing the conference instructions.

MEAL ALLOWANCES

A. General

1. The reimbursement allowance for meals provided in-state or for day trips out of state not requiring overnight lodging shall be established by the agency. The allowances shall not exceed the rates established for travel requiring overnight lodging.
2. The cost of meals will be reimbursed on a maximum reimbursement allowance basis for travel requiring overnight lodging. The maximum reimbursement allowance includes tax and tips ***and requires receipt.***

Meals that are included in the cost of registration or in the cost of the conference or function shall not be reimbursable.

B. Maximum Reimbursement Allowance

The maximum reimbursement allowance for three meals including tax and tip for travel shall be \$60 per day. For the purpose of pro-rating meals for departure and return days, the following allowance shall apply:

Breakfast	-	\$15
Lunch	-	\$20
Dinner	-	\$25

C. Departure/Return Guidelines

For the purpose of determining which meals are reimbursable, the following guidelines shall be used.

If the time of departure is after 10:00 A.M., the traveler is entitled to lunch and dinner. If the departure time is after 3:00 P.M., the traveler is entitled to dinner only. If the time of return is prior to 10:00 A.M., the traveler is entitled to breakfast only. If the time of return is before 3:00 P.M., the traveler will be entitled to breakfast and lunch.

TRAVEL AUTHORIZATION

All out-of-state travel that extends beyond one (1) day shall be approved by the Superintendent. A copy of the conference or meeting program shall be attached to the form. The authorization form should be submitted to the Superintendent in a reasonable amount of time prior to the traveling day.

The Superintendent may impose specific requirements as to the time the authorization form must be submitted prior to travel.

TRAVEL EXPENSE REIMBURSEMENT

A. General

All requests for travel expense reimbursements shall be submitted on the State of Delaware Personal Expense Reimbursement Form. This form should be submitted to the appropriate agency authority within 30 days after the completion of travel.

B. Receipt Requirements

1. Ticket books on common carriers (airline, rail or bus) requires original copy of the Travel Agency paid invoice, credit card receipt or cash receipt.
2. Hotel/motel bills shall be the original copy of hotel/motel billing marked paid, and/or a paid invoice from Travel Agency if lodging was billed through agency or credit card receipt.
3. Ground transportation including airport shuttle, taxi, or public transit receipt requirements as follows:

Cost of \$10 or less should be submitted on a schedule identifying date, cost, type of transportation and reason used.

Cost exceeding \$10 requires a cash receipt or credit card receipt.

4. Car rental reimbursements require a cash receipt, credit card receipt or paid invoice from the Travel Agency if billed through the agency.

5. Meals **require** receipts and are not reimbursable above the maximum daily allowance. The maximum reimbursement allowance includes tips and taxes.

When more than one (1) employee's meals are being reimbursed, the number and name of the individuals are to be submitted on a schedule itemizing the cost of each individual's meal and a receipt from the dining facility and/or credit card receipt attached.

Reimbursement for alcoholic beverage is strictly prohibited.

6. Hotel/motel related expenses should be submitted on a schedule identifying the date and the cost of each category with the following requirements:

Out-of-pocket costs for incidental items such as baggage handling and maid service are reimbursable expenses not to exceed \$5 per day total. Costs should be submitted on a schedule identifying the date and cost for each category.

Business related telephone calls are reimbursable as incurred and require a receipt from the telephone service provider or is included on the hotel/motel billing service.

Personal telephone calls, while on overnight travel, are reimbursable with a receipt from the telephone service provider or is included on the hotel/motel billing invoice with the following restrictions:

- Extended travel for three (3) nights or less, not to exceed \$10 total
- Extended travel for four (4) nights or more, not to exceed \$20 total

7. Lodging at campgrounds using a travel camper or recreational vehicle is reimbursable at the actual cost not to exceed the equivalent cost of hotel/motel lodging. Receipt is required.

8. Other Categories

Reimbursement for the following categories should be submitted on a schedule identifying the date, the cost, and the category:

Hotel/airport parking and tolls for turnpike, bridges, and/or ferries. Expenses exceeding \$10 per category per use shall require a receipt.

9. Gasoline and/or Other Supplies

Need for emergency repairs incidental to using a state-owned vehicle shall require a cash receipt or credit card receipt.

10. Reimbursements for travel expenses incurred without required receipts, as outlined, are strictly prohibited. A “no receipt – no reimbursement” policy applies. An affidavit for lost, stolen, etc. receipts is generally acceptable.

FIRST READING:	February 25, 2003
SECOND READING:	March 25, 2003
APPROVAL:	March 25, 2003
FIRST READING:	October 15, 2014
SECOND READING:	November 19, 2014
APPROVAL:	November 19, 2014

113 CONVENTIONS/WORKSHOPS

Participation in conventions, conferences, workshops, etc., is essential to the current operational knowledge of professionals. The Woodbridge School District has, for many years, endorsed this principle. The District has provided the time and sessions so the Teachers, Staff, Administrators, and Board of Education Members could attend same and return with continued vision and new/reinforced knowledge to lead the educational growth of our District. The District budget has annually approved funds to meet these educational expenditures. Approval of workshops, conferences, and conventions for Faculty, Staff and Administration is within the prudence of the Superintendent; approval for the Board of Education is in standing approval by sign-up through the Office of the Superintendent.

Up to three (3) Board Members who are not in the last year of their term are eligible to attend the National School Boards Association (N.S.B.A.) Convention at District expense.

The two (2) annual national conferences usually attended by the District Superintendents are the American Association of School Administrators (A.A.S.A.) and N.S.B.A. and attendance at same are contingent upon Board of Education approval and the budgetary allocations. General school workshops have standing approval for Superintendent attendance.

114 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Woodbridge Board of Education firmly believes that participation and comment by public at Board meetings is helpful and desirable. The Board wishes to continue in its efforts to encourage public comment by interested residents and parents of the District on the many issues which the Board deals with in the process of administering the affairs of the District's public school system.

Although many viewpoints are held and often expressed by the public, the public should understand that in order for their comments to be meaningful and productive, there must be reasonable limits upon the right of any person to publicly express their views. These limits are as followed:

1. The Board is required to deal with and make many personnel decisions, some of which are not popular with some segments of the community. However, since these decisions deal with a person's qualifications and/or job performance and since the employee has the right to have their privacy protected, the Board is often unable to respond at a public meeting to complaints or questions regarding personnel decisions. The Board asks the public to understand and respect the fact that it is not permitted to discuss personnel issues publicly. The law protects the privacy of the employee, and the Board should not be criticized when it fails or refuses to respond publicly to questions or complaints about personnel decisions.
2. Opinions expressed at a public Board meeting shall be the personal opinion of the speaker only. If other people wish to express their views, they will be given an opportunity to do so.
3. On many occasions, the Board is presented with a question and a demand for an immediate answer at the Board meeting. Sometimes, the Board or the Administration may be able to answer the questions. However, on other occasions when it is necessary to research the information in order to provide the correct answer, the Board should not receive criticism for giving a delayed response. In situations where a delayed response may be necessary the Board will undertake to provide the response to the person or persons asking the questions at or before the next regular Board meeting.

4. A public comment session is not a no-holds-barred event where verbal abuse may be directed at a Board member or at the Board. As with any public meeting, the normal rules of courtesy and civility must prevail. Even when an issue becomes emotional, it does not permit an individual to make complaints or allegations, which are personal in nature about the Board. Comments should be directed towards expressing the individual's views or questions to the "what," "when," "where," and "why" of the issues facing the Board. In any situation where unjustified verbal abuse or unjustified a member of the public makes personal comment, the Board President may limit or restrict further comment by the person. The laws of parliamentary procedure require the Board President to follow the agenda, preserve order, and limit comment to the public business facing the Board. When any citizen or resident desires to make public comment, the statements made should always be the truth known to the speaker and to be such from his/her own personal knowledge, as there is no exemption or immunity given by the law to comments made at a public session which may be false.

5. The Board has the right to control the order of the meeting and the public business, with which the Board must deal. In that regard, the Board may require the public comment at each and every stage of any proceedings. During each meeting, the Board will also allow a general unrestricted public comment session. The public is asked to respect the order of procedure and to limit public comment to those times when public comment is permitted according to the agenda.

6. Any adult resident of the District may run for election to the Board of Education. However, a public meeting of the Board is not the place intended to provide an opportunity for a person to campaign for election to the Board of Education.

The Board remains available to receive comments from the public. The Board appreciates the observance of the ground rules set forth above.

All school Board meetings are open to the public in accordance with State Law and local Board procedures.

FIRST READING:	5/4/10
SECOND READING & BOARD APPROVAL:	5/18/10
FIRST READING:	October 15, 2014
SECOND READING:	November 19, 2014
BOARD APPROVAL	November 19, 2014

115 STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

A. Purpose

The Board of Education encourages formal communications with the student body of Woodbridge High School through establishment of the position of Student Representative.

The purpose of this policy is to improve communication between the Board of Education and high school students; to increase the responsibilities carried by students and to improve the opportunity for participation in the decision-making process.

B. Policy

The Student Representative shall be a full member in regards to seating, materials, and participation in discussions.

The Student Representative shall not be involved in, or receive materials pertaining to personnel or legal matters except as designated by the Board.

The Student Representative shall not participate in, or attend executive sessions of the Board.

C. Responsibilities

It shall be the responsibility of the Student Representative to represent the student body of the District to the Board, the District, and to the public at-large. This would not preclude the Student Representative from expressing individual opinions.

The Student Representative will communicate regularly with the student body.

The Student Representative will respect the role of the Superintendent or the Superintendent's designee as liaison to the Board.

The Student Representative shall strive to retain the trust of students, teachers, and principals.

A Student Representative is disqualified from office and/or the position is deemed vacant if:

- the student is no longer enrolled at Woodbridge High School; or
 - the student is absent without approval of the Board from three (3) consecutive regular board meetings which he/she has been designated to attend; or
-
- action is taken, upon recommendation of the Superintendent or Designee, that a replacement be appointed due to dereliction of duties. The Superintendent or his designee will appoint replacements are required.

D. Eligibility

To be eligible to hold the position of Student Representative to the School Board, a student must maintain a grade point average of at least 2.75; be in good standing for promotion, passing all coursework, or graduation. Furthermore, the student must exemplify high standards of behavior in all aspects of school and community life.

The Student Representative shall be a student regularly attending Woodbridge High School in grades eleven (11) or twelve (12).

E. Term

The Student Representative shall serve on the Board for a period of one (1) year.

F. Selection

The Student Government Association shall recommend the Student Representative to the High School Principal for approval. The principal shall give the recommendation to the Superintendent for approval and to be forwarded to the Board of Education for approval.

In the event the Student Government fails to promptly provide for the recommendation of a Student Representative to the Board, the school administration shall ensure that a student is selected in a manner deemed appropriate.

FIRST READING:	August 5, 2003
SECOND READING:	August 19, 2003
APPROVAL:	August 19, 2003
FIRST READING:	October 15, 2014
SECOND READING:	November 19, 2014
BOARD APPROVAL:	November 19, 2014