

SECTION 200
TABLE OF CONTENTS
BOARD OF EDUCATION

- 201 Organization of the Board of Education
 - Five-member Board

- 202 Powers and Responsibilities of the Board of Education

- 203 Authority and Voting of the Board of Education

- 204 Board of Education: Duties of Officers and Members

- 205 Board of Education Minutes Clerk

- 206 Meetings of the Board of Education
 - 206..R.1 Rules of Order
 - 206..R.2 Agenda Format for Board of Education
 - 206..R.3 Request to be Placed on the Agenda of the Board of Education

- 207 Agenda Preparation and Dissemination

- 208 Notification of Board Meetings

- 209 Executive Sessions of the Board

- 210 Board Votes Relating to Conflict of Interest

- 211 Public Participation at School Board Meetings
 - 211..R.1 Standards for Public Participation at School Board Meetings

- 212 Open Record
 - 212..R.1 Open Records Act Enforcement Guidelines

- 213 Resolving School-Related Conflicts

- 214 Adoption and Review of Policy

- 215 Action in the Absence of Policy

- 216 School District Documents as Policy

**ORGANIZATION OF
THE BOARD OF EDUCATION**

Legal Status

The governing body of Ringwood School District is designated and known as Ringwood Board of Education.

Membership

The board of education is a corporate body and consists of five (5) members, each living in the school district as prescribed by law. Each member shall be elected by the voters of the district to serve a term of five (5) years or the completion of a five-year term of a member who does not serve the full five years.

Vacancy

Any vacancy occurring during the first half of any board member's term of office shall be filled as follows: The remaining members of the board shall appoint a qualified individual to fill the office until the next election. If the appointment is not made within sixty (60) days, the board shall call for a special election to fill such office.

If a vacancy occurs during the last half of a board member's term, the remaining members of the board shall appoint a qualified individual to fill the office. The appointed individual may serve the balance of the unexpired term. If the appointment is not made within sixty (60) days, the board shall call for a special election to fill such office.

Seating

A new board member elected shall be seated at the beginning of the first regular, special or emergency school board meeting after the date of the annual school election and after the member has been certified as elected.

Election of Officers

At the first regular, special or emergency meeting after the annual school board election and certification of election of new members, the board shall organize itself by the election from among its members a president, a vice-president and a clerk. At its discretion, the board may appoint a deputy clerk. The deputy clerk may perform any of the duties and exercise any of the powers of the clerk.

Oath of Office

Each member of the board of education and the treasurer shall take and subscribe to the following oath:

I, (Name of officer), do hereby declare under oath that I will faithfully perform the duties of (name of position) of Ringwood School District to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States of America and the State of Oklahoma.

References: 26 O.S. 13A-110 (Section 717, School Laws of Oklahoma)
70 O.S. 5-107A (Section 56, School Laws of Oklahoma)
70 O.S. 5-119 (Section 77, School Laws of Oklahoma)
70 O.S. 5-106 (Section 55, School Laws of Oklahoma)
HB 1029, 1999 Legislative Session

POWERS AND RESPONSIBILITIES OF THE BOARD OF EDUCATION

Powers

The general functions of Ringwood Board of Education are the powers delegated to the board by the State Legislature. Included in those powers is the authority to perform all functions necessary to the administration of the school district as specified in the Oklahoma School Code and, additionally, the powers necessarily implied but not delegated by law to another agency or official. These policies and decisions are made according to state and federal laws, State Board of Education regulations, and court decisions

General functions of the board of education are the school program, financial control, school plant, community relations and personnel. Primarily, the board determines policies and makes decisions necessary to implement an effective education program.

Responsibilities

As the elected body responsible for the operation of the school district, the board has the task of carrying out the state's responsibility for the children's education in the local district. School laws enumerate the powers and duties of the board. The board has broad authority to establish school policies to provide an education for the children it serves, even without specific statutory authority, if the power can be fairly implied from statute and is essential to the declared objectives and purposes of the school district. The board shall select a chief executive officer who serves as the superintendent of schools.

Meetings

Meetings of the board shall be held in an orderly, professional manner, based on generally accepted rules of order.

Reference: 70 O.S. 5-106 (Section 55, School Laws of Oklahoma)
70 O.S. 5-117 (Section 68, School Laws of Oklahoma)
Standards for Accreditation of Oklahoma Schools, State Department of
Education, 2002.
HB 2785, 1998 Legislative Session

**AUTHORITY AND VOTING
OF THE BOARD OF EDUCATION**

Members of Ringwood Board of Education have the authority of a board only when acting as a member of the board in legal session. The board will not be bound by any statements or action of an individual board member or school employee, except when such statement or action is in pursuance of board policy or specific instruction of the board, as recorded in board minutes.

Decisions approved by a majority of a quorum of the board, acting in a legal meeting of the board, shall be considered legal board decisions. A quorum shall consist of a majority of the board. A vote shall be either "aye," "nay," "present" or "abstain." A vote of "present" or "abstain" shall not be counted as either "aye" or "nay." However, in order for a motion to pass, "aye" votes must be made by a majority of the members present.

BOARD OF EDUCATION DUTIES OF OFFICERS AND MEMBERS

Positions of Ringwood Board of Education shall consist of president, vice-president, clerk and member.

The term for these positions shall begin at the first regular meeting after the annual election.

President

The president of the board of education shall preside over all meetings of the board, appoint board members to serve on committees as needed, sign all warrants approved to be drawn upon school funds and sign all certified tax levies. When a school district committee has a board member as a representative, the president shall appoint the board member. The president shall perform other duties as delegated by state law.

Vice-President

The vice-president of the board of education shall perform all duties of the president in the event of his or her absence or disability, including presiding over all regular, special or emergency meetings of the board.

Absence of President and Vice-President

Should both the president and the vice-president be absent at the time appointed for the meeting to convene, and should a quorum be present, a president pro-tempore shall be elected to serve for such meeting or until either the president or vice-president appears.

Clerk

The clerk of the board of education shall countersign all warrants drawn upon the treasurer of the district. The clerk, at the direction of the board, may destroy all claims, warrants, contracts, purchase orders, financial records, or documents relating to funds, including activity funds, if they have been on file for a period of five (5) or more years.

In compliance with state law, the clerk shall administer the Political Subdivisions Ethics Act, with respect to candidates for school district office. The clerk will oversee the filing of all campaign contributions and expenditure reports filed by school board candidates, including the name of each candidate's designated agent, and perform such other duties as the board may require and as permitted by law.

If appointed, the deputy clerk shall exercise the same powers as a clerk.

Member

All the members of the board shall perform all functions necessary to the governance of Ringwood School District as specified in Oklahoma School Code.

Staff Relationship

Neither the board of education nor individual board members shall transact official business with professional staff members or other school employees except through the superintendent.

Reference: 70 O.S. 5-120 (Sections 78,79,80, School Laws of Oklahoma)
70 O.S. 5-117 (Section 68, School Laws of Oklahoma)
51 O.S. 303 (Section 723.3, School Laws of Oklahoma)
HB 1608, Section 17, 1995 Session

**BOARD OF EDUCATION
MINUTES CLERK**

Ringwood Board of Education shall employ a Minutes Clerk to keep an accurate journal of the proceedings of the board of education and perform such other duties as the board of education or its committees may require. The Minutes Clerk shall be bonded in the amount of \$1000.00.

No member of the board, superintendent, principal, instructor or teacher employed by the board shall be qualified to serve as Minutes Clerk. However, the Minutes Clerk may serve as the encumbrance clerk.

The Minutes Clerk shall keep complete records of board meetings to include the following:

- a complete record of members present and absent
- all matters considered by the board
- all actions taken by the board, including resolutions and motions in full

Minutes shall also reflect compliance with Oklahoma Open Meeting Act.

Copies of the minutes of a meeting shall be sent to members of the board before the meeting at which they are to be approved. Corrections of the minutes may be made at the meeting at which they are approved. The board president and the board clerk shall sign permanent minutes.

MEETINGS OF THE BOARD OF EDUCATION

Regular meetings of the board of education of Ringwood School District shall be as determined by the board and reported to the county clerk. The president of the board or a majority of the membership of the board may call special or emergency meetings.

All regular, special, and emergency meetings of the board shall be held in accordance with the Oklahoma Open Meeting Act. Board discussions on certain issues specified by law may be held in executive session. No votes will be taken in executive session.

All regular, special, and emergency meetings of the board of education shall be open to the public. Any regular meeting shall include an opportunity for members of the public to address the board. To have an item placed on the agenda of the board meeting and to permit possible action by the board, the item must be given to the superintendent or the board president at least five business days prior to the time of the meeting.

A majority of the board membership shall constitute a quorum for the transaction of business. Each member, including each officer, of the board shall have one vote. All votes shall be taken by an audible roll call vote.

Board members shall have the authority of the board only when acting as a member of the board in a legal session.

The office of the clerk of the board shall be located in the office of the superintendent. All fiscal records, personnel records, legal papers, board minutes, and all other such records shall be kept in accordance with state law and State Department of Education regulations.

Reference: 70 O.S. 5-118 (Section 76, School Laws of Oklahoma)
Oklahoma Open Meeting Act, 25 O.S. 115, and 25 O.S. 301 through 314
(Sections 522 through 537, School Laws of Oklahoma)

**REGULATION
RULES OF ORDER**

Ringwood Board of Education shall follow these rules of order in its meetings.

1. A quorum being present, the president, or if absent, the vice-president, shall take the chair, call the meeting to order and proceed to business.
2. Should both the president and the vice-president be absent at the time appointed for the meeting to convene, and should a quorum be present, a president pro-tempore shall be elected to serve for such meeting or until either the president or vice-president shall appear.
3. All regular meetings shall follow the order of business set by the board. See Regulation 2.
4. The president may make or second a motion.
5. The president shall decide questions of order.
6. A motion may be seconded and must then be repeated distinctly by the president or read aloud before it is debated. Every motion shall be reduced to writing if the president or any member shall so require.
7. Any member shall have liberty to withdraw a motion, with the consent of his/her second, before any debate has been had thereon, but not after such debate has been had without leave being granted by the board.
8. The consideration of any question may be postponed to a time fixed or the question may be suppressed altogether by an indefinite postponement.
9. When any business is brought regularly before the board, the consideration of the same shall not be interrupted except by motion for adjournment, to lay on the table, for the previous question, for postponement, for commitment or for amendment.
10. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the board is voting on another question or while a member is addressing the board.
11. As per school law, the minutes clerk shall record each yes and no on each question voted on by the membership.
12. The first person recognized by the president as desiring to speak shall have the right to the floor.

13. The officers of the board shall also perform such other duties as may from time to time be lawfully required of them either through the adoption of permanent rules or other lawful action of the board.
14. All meetings, except executive session, of the board are open to the public.

**REGULATION
AGENDA FORMAT OF BOARD OF EDUCATION**



Ringwood Public Schools

Home of the Red Devils
Rt. 2 Box 239, Ringwood, OK 73768 580-883-2202 Fax: 580-883-2220

**Regular Meeting: Ringwood Board of Education
(Date and Time)
Cafeteria Banquet Room
5th and Main Streets, Ringwood, Oklahoma**

Note: The board may discuss, make motions, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on the agenda.

1. Call to order and roll-call recording of members present and absent.
2. Consent agenda:
All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:
 - a. Minutes of previous meetings
 - b. Approval of encumbrances/purchase orders and warrants of all funds.
 - c. Approval of monthly financial report of activity funds.
 - d. Treasurer's report.
 - e. Approval of other items which may be appropriately handled in a consent agenda – contracts, agreements, etc. that are necessary to the general operation of the school and do not have other legal agenda requirements.
3. Public Comments
4. Principals' Reports
 - a. Elementary
 - b. High School
5. Other issues that need to be presented to the board on separate agenda items.
6. Vote to convene or not to convene executive session for discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee, or purchase/appraisal of real estate [25 O.S. §307(B) (1-9)]
 - a. List personnel or issues
7. Vote to acknowledge or not acknowledge the board's return to open session, includes reading of executive session compliance statement.
8. Action concerning executive session item.
9. Superintendent's Report
 - a. Items of interest
10. Board member's comments
11. New Business
12. Vote to adjourn

Posted at (Exact Time) on (Date) in the Superintendent's office window by (Person who posted)

206..R.3

**REGULATION
REQUEST TO BE PLACED ON THE AGENDA
OF THE Ringwood BOARD OF EDUCATION**

**Ringwood Public Schools
Request To Be Placed on the Agenda
of the Ringwood Board of Education**

Person requesting to be on the agenda: _____

Date of Meeting: _____

Background information:

Action Requested:

Signature of Requestor

Date

Approved: _____ Disapproved: _____

President of the Board

Superintendent

Date of Approval or Disapproval: _____

**AGENDA
PREPARATION AND DISSEMINATION**

The agenda of Ringwood Board of Education shall be prepared by the superintendent and may be revised by the president of the board of education before posting. The agenda shall be posted in a prominent public view at least 24 hours prior to the meeting. This 24-hour posting provision at the principal office of the district does not include Saturdays, Sundays or holidays. Members of the board may request items be placed on the agenda by notifying the superintendent in writing five business days before the meeting.

Only the superintendent and board members may place an item on the agenda. Items requested by any board member shall be automatically placed on the agenda. Any citizen or organization may request the board to consider matters. Their request shall be made in writing at least five business days prior to the meeting.

Written notice of the date, time, and place of the meeting will be mailed or delivered to each member of the board and to any newspaper or other media representative that has filed a written request for such notice.

NOTIFICATION OF BOARD MEETINGS

In compliance with state law, prior to December 15 of each year, Ringwood Board of Education shall provide the county clerk a list of the time, date, and place of all regular meetings for the coming calendar year. Any change in the date, time or place of a regular meeting will be provided in writing to the county clerk at least ten days prior to the implementation of the change.

All meetings shall be held at specified times and places and shall be preceded by public notice of the meeting in the form of a posted agenda specifying the time and place of the meeting as well as the subject matter or matters to be considered. Such agenda shall be posted at least twenty-four hours before the meeting (excluding Saturday, Sunday and holidays). Such notice shall be posted in prominent public view at the office of the school district.

Public notice of special meetings shall be given at least forty-eight hours prior to the meetings and shall be given in writing, in person or by telephone to the county clerk and to any press representative that has filed a written request for such notice. Such public notice shall be posted at least 24 hours before the meeting in the same manner as that of a regular meeting.

In the event of an emergency, an emergency meeting may be held without the public notice required for other meetings, but as much advance public notice as is reasonable and possible will be provided in person, by telephone, or by fax.

The board at its meeting may consider no item not included on the agenda unless it is new business. "New business," as defined by law, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting. "New business" is allowed only at regular meetings of the board.

EXECUTIVE SESSIONS OF THE BOARD OF EDUCATION

In accordance with state law, Ringwood Board of Education may vote to meet in executive session for the following reasons:

- To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any salaried employee or volunteer of the school district
- To discuss negotiations concerning employees and representatives of employee groups
- To discuss the purchase or appraisal of real property
- To discuss pending investigations, claims, or actions with the board's attorney
- To hear evidence and discuss expulsion or suspension of a student, upon request by the student, his parent, attorney or legal guardian
- To discuss the matters involving a specific child with a disability
- To discuss issues which, if disclosed, would violate confidentiality requirements of state or federal law (such as student records)
- To discuss the following:
 - The investigation of a plan or scheme to commit an act of terrorism;
 - Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;
 - Plans for deterrence or prevention of or protection from an act of terrorism;
 - Plans for response or remediation after an act of terrorism;
 - Information technology of the District but only if the discussion specifically identifies:
 - Design or functional schematics that demonstrate the relationship or connections between devices or systems;
 - System configuration information;
 - Security monitoring and response equipment placement and configuration;
 - Specific location or placement of systems, components or devices;
 - System identification numbers, names, or connecting circuits;
 - Business continuity and disaster planning, or response plans, or
 - Investigation information directly related to security penetrations or denial of services, or
 - The investigation of an act of terrorism that has already been committed.

For purposes of this section, "terrorism" means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

Also in compliance with state law, the board will convene in executive session only when an executive session is listed on the board's agenda. The proposal for an executive session will contain sufficient information to advise the public that an executive session will be proposed, what will be discussed, and what action may be taken on the matters discussed. The board may meet in executive session under "New Business" if the item considered appropriately fits under new business and is an appropriate subject for executive session.

The agenda items will state the provision of Section 307 of the law authorizing the executive session (For example, 25 O.S. Section 307 (B)(1)).

Any board vote pertaining to the executive session will be taken in open session.

References: 25 O.S. 307 (Section 528, School Laws of Oklahoma)
25 O.S. 311 (Section 533, School Laws of Oklahoma)
Enr. SB 305 (2003 Legislative Session)

BOARD VOTES RELATING TO CONFLICT OF INTEREST

Nepotism

Ringwood Board of Education follows state and federal law regarding nepotism as it relates to public school operations.

Nepotism shall not apply to a board member voting on the employment of either (1) a substitute teacher; or (2) a temporary substitute support employee to whom the board member is related within the second degree of consanguinity or affinity.

Business

A board member shall not have any direct financial interest in a contract with the district, nor shall he/she directly furnish any labor, equipment or supplies to the district. In the event a board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the district, the board member shall declare this interest and refrain from debating or voting upon the question or contracting with the company. However, the board may purchase supplies or materials from or contract with businesses employing a board member or spouse of the member if the individual does not have more than a 5% ownership interest in the business.

This policy is designed to prevent placing a board member in a position in which his/her interest in the district and his/her place of employment might conflict and to avoid appearances of conflict of interest that may or may not exist.

References: Nepotism policy required by Oklahoma Statutes 70 O.S. 5-113.1
70 O.S. 5-124
62 O.S. 371 (Section 639 School Laws of Oklahoma)
SB 331, 1997 Legislative Session
HB 1647, 2009 Legislative Session

**PUBLIC PARTICIPATION
AT SCHOOL BOARD MEETINGS**

All regular, special and emergency meetings of Ringwood Board of Education shall be open to the public. The board, in its efforts to learn the viewpoints and concerns of the patrons of the district, will provide opportunities for the patrons to communicate with the board. A procedure developed to allow optimum efficiency of the school board meeting as well as extensive opportunity for questions and comments by patrons shall be in place at all times.

A public participation time will be available at all regular meetings and at special and emergency meetings at the discretion of the board president. The president of the board shall recognize speakers, maintain proper order, and establish and comply with time limits, if needed. Board members and administrative staff are not required to respond to questions from the public, since doing so could be in violation of the Open Meeting Act. The board will not vote on items discussed on the public participation section unless the item is already on the agenda or the item meets the legal requirement of new business.

Reference: 25 O.S. 302 (Section 523, School Laws of Oklahoma)
25 O.S. 303 (Section 524, School Laws of Oklahoma)
25 O.S. 311 (Section 533, School Laws of Oklahoma)

**REGULATION
STANDARDS FOR PUBLIC PARTICIPATION
AT SCHOOL BOARD MEETINGS**

Ringwood Board of Education wishes to be responsive to the public and to encourage patron attendance and participation at board meetings. In order to effect efficient and businesslike meetings, the board of education sets the following standards for patrons attending board meetings.

1. The clerk of the board will ask all visitors to identify themselves and list their names prior to the start of the meeting.
2. The board will permit discussion with audience participation at the board's discretion. When such discussion is allowed, the amount of time allowed for discussion will be three (3) minutes for an individual or groups to address the board. Discussion will terminate at the end of that time limit.
3. No action will be taken by the board on any item addressed which is not on the agenda for the current meeting unless the issue is legally appropriate as new business. New business is any matter that could not have been foreseen by the board, the staff or any patron prior to posting the agenda. New business is only allowed at regular meetings.
4. The board will not permit verbal attacks on any school personnel, nor discuss individuals by name, nor permit slanderous remarks against any such individual. In that event, discussion will automatically terminate.
5. The board will not hear personnel complaints unless proper legal and administrative procedures concerning complaints have been followed.
6. No speeches for or against candidates for political office will be permitted.
7. The clerk of the board will provide, in writing, answers to individuals or to a group spokesman, when directed to do so by a majority vote of the board of education.
8. Questions may be referred to the superintendent for a later report to the board. The board may also choose to place such items on the agenda of a later meeting.

Reference: 25 O.S. 311 (Section 533, School Laws of Oklahoma)

OPEN RECORDS

Ringwood Board of Education, with a belief that the people are vested with the inherent right to be fully informed about their schools, hereby states its willingness to make records of the board available to the public whenever appropriate and in compliance with the state's Open Records Act.

The superintendent shall designate at least one person who is authorized to release records of the school district for inspection, copying or mechanical reproduction. At least one such person should be available for such duty during the regular business hours of the school district.

REGULATION
OPEN RECORDS ACT ENFORCEMENT GUIDELINES

1. All public body records are open to any person for inspection, copying, or reproduction during regular business hours, except as provided by the Oklahoma Open Records Act.
2. The act does NOT apply to records specifically required by law to be kept confidential, including records of what transpired during meetings lawfully closed to the public (such as board executive sessions).
3. The school district may charge a fee only for reasonable, direct costs of document reproduction or copying. Therefore, (according to the maximum amount listed in the act), 25 cents per page will be charged for document copying and \$1.00 for a certified copy page.
4. However, if the request is solely for a commercial purpose (other than for the news media) or would clearly cause excessive disruption of the public body's essential function, the body may charge an hourly fee to recover direct costs of document search.
5. In order to protect the integrity and organization of its records and to prevent excessive disruptions of the school's essential functions, the district may use 24 hours or, in rare circumstances, 48 hours to provide lengthy or complex information.
6. No search fee can be charged when release is in the public interest. Public interest includes seeking to determine if officials are honestly and competently performing their duties.
7. A written schedule of the fees will be posted at the office of the superintendent and with the county clerk.
8. The superintendent may waive charges at his or her discretion.

Reference: 51 O.S. 24A.5 (Section 542, School Laws of Oklahoma)

References: 51 O.S. 24A (Sections 538-557, School Laws of Oklahoma)

RESOLVING SCHOOL-RELATED CONFLICTS

Ringwood Board of Education believes that the school district can operate most efficiently and can deal most effectively with individual situations or problems if they are resolved at the lowest level of administration possible.

Therefore, the board requests that problems which parents or students have with an individual teacher or classroom situation be taken to the individual teacher for resolution. If that resolution is not satisfactory, the parent or guardian of the student should contact the school principal for resolution. If the results of a meeting with the principal are not satisfactory, the problem should be taken to the superintendent. If all of these avenues of conflict resolution have failed to provide a satisfactory resolution of the issue, the parent or guardian may request to be heard by the board of education at a board meeting. The decision of the Board will be final. Disputes that initiate at levels other than the classroom should be resolved by following the designated chain of command.

The school counselor may be involved at any level of the problem resolution process.

Note: See also Grievance Policy (415, 415..R.1 and 415..R.2 for resolving employee-related conflicts.

ADOPTION AND REVIEW OF POLICY

The policies of Ringwood Board of Education will be reviewed annually. Changes, additions, or deletions may be made subsequent to this annual review. However, requests for the board to consider changes in policies may be made at any time. Suggestions should be submitted in writing to the superintendent or the president of the board.

The board believes that the most important ingredient of a legitimate suggestion for policy change is a well-documented need or problem and the solution is feasible for the district.

Policy changes may appear on any board meeting agenda.

Regulations, guidelines, handbooks and other district handouts are to be presented to the board for approval prior to distribution. Such approval may be given at the board meeting in which they are presented. However, the board, at its discretion, may postpone approval.

The board of education is aware that board action, in and of itself, may be interpreted as establishment of policy.

.

**ACTION IN THE
ABSENCE OF POLICY**

In cases where emergency action must be taken involving the operation of Ringwood School District and in which no policy has been established by the board of education, the superintendent will have the authority to act, using his or her own best judgment and based on what he or she believes the policy of the board of education would be, if it existed. Such policy decisions may be reported to the president of the board as soon as practical and to the board at its next meeting if they are deemed by the superintendent to require an official, written policy. The board will determine at that time whether or not a permanent policy should be established.

SCHOOL DISTRICT DOCUMENTS AS POLICY

Ringwood Board of Education understands the importance of providing handbooks and other written materials to faculty, staff and students so that each may be adequately informed as to the expectations of Ringwood School District.

Ringwood Board of Education considers statements of procedure appearing in such documents (i.e. faculty handbooks, student handbooks, guidelines, negotiated agreements and related documents) to have full authority of the board and serve the same function as board policy.

Such documents are subject to board approval before distribution. Handbooks exist to further clarify and refine board policy but may not negate any board policy or state law. If contradictions between school or employee handbooks arise with general board policy or state law, then the superintendent will determine the best course of action and recommend changes at the next practicable board meeting.

**MEDIA RELATIONS
AND
NEWS RELEASES**

Media Relations

Ringwood Board of Education recognizes the need for the district to be accessible to the media and charges the superintendent with the responsibility for the dissemination of information and informational materials to the news media. The superintendent shall develop procedures by which district employees and others shall channel information directly to the media or to the superintendent or his or her designee for release.

News Releases

The board of education supports the right of the public to know about the programs and services of the district and will encourage all efforts to disseminate appropriate information about the district, its people and programs. The superintendent or his/her designee shall be responsible for preparing and disseminating frequent news releases about the district and its programs to the news media. At the site level, the principal has this responsibility.