NOAH WEBSTER EDUCATIONAL FOUNDATION MODEL POLICY

TO: TBD
FROM: Noah Webster Educational Foundation
RE: School Board Calendar Addition
DATE: TBD

This model policy helps school boards foster a collaborative relationship with parents and the community by improving consistent access to information without adding workload for the district.

HIGH VISIBILITY OF THE SCHOOL BOARD CALENDAR

AUTHORS:
- Noah Webster Educational Foundation

BACKGROUND: School boards have a responsibility to foster a collaborative relationship with parents and the community, but recommendations to do so often create more work and costs for the district. This policy aims to encourage local engagement without increasing the district's workload. It recommends adding school board meeting dates to each school's website. By posting upcoming school board meetings on school webpages across the district, administrators and school boards demonstrate transparency and consistency. This transparency and consistency can encourage effective, productive community engagement.

LEGAL ADVISORY: Noah Webster Educational Foundation is not a law firm, and it does not claim any legal expertise. Please consult with your school district's attorney and state laws and codes when evaluating model policies from Noah Webster Educational Foundation.

Subject: High Visibility of the School Board Calendar

I. Description of Program

Schools within [school district] will consistently make available to all parents a calendar with the school board's upcoming meeting dates and times on the district and school websites. This policy will inform and encourage collaboration among the school board, the community, and parents.

II. Parental Awareness of School Board Meetings

Schools within [schoolboard district] will ensure that each school has an updated calendar on the school website that reflects the dates of upcoming school board meetings and any other board-led events that are open for public participation and observation. These meetings and events will appear on the same calendar that reflects upcoming school activities and other important dates for parents to view. The school webmaster will be responsible for updating the school calendar to include school board meetings and events.[1]

Principals of schools within [district name] are responsible for making sure their school webmaster updates any calendar posted on the district website to accurately reflect the dates and times of all school board meetings and board-led events that are open to public participation and observation.[2]

III. Procedures for Changes and Updates

Schools must announce any changes to the school board meeting schedule with reasonable notice. A reasonable response time is at least 48 hours before the change takes effect. If a change is made to the school board schedule less than 48 hours before the next meeting or event, schools are not responsible for providing an updated calendar or any form of announcement.

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[1] Alternative individual responsible for updating the school calendar in the event that there is no district webmaster: The principals of the schools within [this] district will be required to ensure steps have been taken to appropriately update the school calendar to include school board meetings and events.

[2] Please refer to your state's open meetings act or other "sunshine acts" if applicable.