

GENERAL OPERATIONS: Legal

Overview: Awareness of and compliance with applicable laws and regulation is essential for a well-functioning district.

GUIDING QUESTIONS	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
	<ul style="list-style-type: none"> ◆ Is the district in compliance with all laws? ◆ Are our policies reviewed for legal compliance prior to adoption? ◆ Are our policies carried out as written? ◆ What do we spend on legal services, and when do we use legal advice? ◆ What is happening in state and federal legislatures that will impact schools, and how do we influence or respond? ◆ Are all members of the school community aware of laws and regulations that affect them? 	<ul style="list-style-type: none"> ◆ Do our procedures fulfill the legal requirements of federal, state, and local policies? ◆ Is there common understanding of due process among all board members and administrators? ◆ How can you help boards and principals prevent and manage legal issues? ◆ Are you handling legal issues consistently among all schools in the district? ◆ Is there historical documentation of past actions for reference? 	<ul style="list-style-type: none"> ◆ What are the school's legal obligations that need to be addressed? ◆ What procedures need to be in place in order to comply with legal requirements? ◆ What are the ways to communicate obligations and procedures to stakeholder groups? ◆ What is the process for securing legal counsel in the district? ◆ How are legal challenges handled in the district? ◆ How are new legal requirements or changes in requirements communicated?

GENERAL OPERATIONS: Legal *(continued)*

TASKS TO CONSIDER	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
	<ul style="list-style-type: none"> ◆ Review updates/reports from the superintendent on compliance with laws/legal issues and use of legal advice. ◆ Review policies and ensure that they are in compliance with law. ◆ Provide legislative committee/updates for the board. ◆ Take and advocate for legislative positions. ◆ Inform school community and broader community of legal issues that affect our school(s). 	<ul style="list-style-type: none"> ◆ Review state/federal/local administrative responsibilities found in policy. ◆ Review administrative procedures to ensure that they are aligned with policy and in compliance with all legal requirements. ◆ Organize professional development opportunities for administrators. ◆ Discuss and share case history/ studies on relevant educational law issues. 	<ul style="list-style-type: none"> ◆ Review local, state, and federal legal obligations. ◆ Establish procedures and support the staff in carrying them out. ◆ Develop a system—such as web site, handbooks, and newsletter—communicate legal requirements to staff, parents, and community.