

1<sup>ST</sup> READING: 12/10/2015  
2<sup>ND</sup> READING: 1/14/2016  
ADOPTED: 1/14/2016

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**Role and Adoption of School Board Policies**

**1.POLICY**

It is the intent of the Barre Supervisory Union Board to outline direction and goals for the successful consistent and efficient operation of the Supervisory Union and member district schools through the adoption of policies. Supervisory Union and school district policies will be in compliance with Vermont and federal law and regulations.

**2. DEFINITIONS**

**Policies** are principles adopted by the school board to chart a course of action. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

**Procedures** (also referred to as rules or regulations) are developed by the Superintendent, his or her designee, or school administrators to provide for the management of the schools by describing how tasks will be carried out and board policies will be implemented.

**3. SU POLICY DEVELOPMENT**

In order to ensure efficient development and implementation of school board policies in the Supervisory Union, the Supervisory Union Board, or a subcommittee thereof, will determine when school board policies in the Supervisory Union should be developed or revised. The Superintendent or designee will assist the Supervisory Union Board in determining the need for policy development or revision in specific areas and will advise the Supervisory Union Board and member boards within the Supervisory Union on policy content. Comment and information may be sought in areas such as the following:

- a. The specific need for the policy
- b. The scope of the policy with regard to establishing appropriate roles for the board and the administration
- c. The effect of the proposed policy on administrators, students, teaching staff and the community
- d. Samples of similar policies of other boards
- e. Applicable provisions of state and federal law

- f. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

#### **4. SU POLICY ADOPTION**

Policies will be adopted by the BSU Board using the following steps:

- a. The policy is developed or revised by the BSU Policy Committee
- b. A 1<sup>st</sup> Reading is passed by the BSU Board
- c. A 2<sup>nd</sup> Reading/Adoption is passed by the BSU Board

#### **5. DISTRICT POLICY DEVELOPMENT**

When the Supervisory Union Board has adopted a policy for distribution to the member boards of the Supervisory Union, the policy will be distributed by the Superintendent for consideration by each member board. The adopting board will seek appropriate public comment and administrative guidance as it considers proposals for policy development or revision. Comment and information may be sought in areas such as the following:

- a. The specific need for the policy
- b. The scope of the policy with regard to establishing appropriate roles for the board and the administration
- c. The effect of the proposed policy on administrators, students, teaching staff and the community
- d. Samples of similar policies of other boards
- e. Applicable provisions of state and federal law
- f. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

#### **6. DISTRICT POLICY ADOPTION**

After consideration of the comments and information provided by interested individuals, the adopting board may adopt or revise a policy developed by the Supervisory Union Board. A policy may be adopted at a regular or special meeting of the school board, after the board has given at least 10 days prior public notice of its intent to adopt the policy and has stated in its notice the substance of the proposed policy. Policies will be adopted by the district boards using the following steps:

- a. The Superintendent or designee sends the policy to the district Policy Committee.
- b. The district policy committee reviews the policy and brings it to their district board.
- c. A 1<sup>st</sup> Reading is passed by the district board.
- d. A 2<sup>nd</sup> Reading is passed by the district.
  - The policy is “Ratified” by the district if it is identical to the BSU Policy
  - The policy is “Adopted” by the district if it has been modified in substance from the BSU Policy

- e. Any related district policies which have now become obsolete should be recommended by the district policy committee to be rescinded by the district board.

## **7. POLICY DISSEMINATION, ADMINISTRATION & REVIEW**

**7.1 Dissemination** When policies are adopted, the Superintendent will publish and make them available to the public, students, and school personnel. A copy of the school policy manual will be available during the normal working day in the office and/or library of each school within the Supervisory Union. A school policy manual will be available on the school website. The student handbook will include board policies related to student activities and conduct. The teacher handbook will include board policies related to teachers' responsibilities.

**7.2 Administration** Policies will be administered through procedures and directives of the Superintendent, administrators and members of the management team.

**7.3 Policy Review** The superintendent will advise the Supervisory Union Board when revisions to adopted policies are required or otherwise appropriate. In addition, the BSU Board, or subcommittee thereof, will develop a policy review schedule to ensure that all policies are reviewed at least once every five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

## **8. NON-SUBSTANTIVE CHANGES**

For policies that have already been warned and adopted, if formatting and/or non-substantive changes are needed to ensure consistency in the policy manual and/or grammatical expedience, those corrections can be made and voted on for adoption without a first and second reading.

## **9. DUPLICATE POLICIES**

When in the process of revising policies and duplicate policies exist, the district or SU will operate on the newest approved policy until older policies can be rescinded.

*Legal Reference(s): 16 V.S.A. §563 (1) (Powers of school boards)*