

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY****CODE: A30****1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019**

ROLE AND ADOPTION OF SCHOOL BOARD POLICIES**1. POLICY**

It is the intent of the Barre Unified Union School District (BUUSD) to outline direction and goals for the successful, consistent, and efficient operation of the district through the adoption of policies. BUUSD 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. POLICY DEVELOPMENT

In order to ensure efficient development and implementation of school board policies in the Barre Unified Union School District, the BUUSD Board, or a subcommittee thereof, will determine when BUUSD Policies should be developed or revised. The Superintendent or designee will assist the BUUSD Board in determining the need for policy development or revision in specific areas and will advise the BUUSD Board 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. POLICY ADOPTION

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

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

5. POLICY DISSEMINATION, ADMINISTRATION & REVIEW

5.1 Dissemination - When policies are adopted, the Superintendent will publish and make them available to the public, students, and school personnel. A copy of the BUUSD Policy Manual will be available on the BUUSD website. The student handbooks will include BUUSD Policies related to student activities and conduct. The teacher handbooks will include BUUSD Policies related to teachers' responsibilities.

5.2 Administration - BUUSD Policies will be administered through procedures and directives of the Superintendent and administrators.

5.3 Policy Review - The superintendent will advise the BUUSD Board when revisions to adopted policies are required or otherwise appropriate. In addition, the BUUSD Board, or subcommittee thereof, will develop a policy review schedule to ensure that all BUUSD 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.

6. 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.

7. DUPLICATE POLICIES

When in the process of revising policies and duplicate policies exist, the BUUSD will operate on the newest approved BUUSD Policy until older policies can be rescinded.

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