



Policy: **Role and Adoption of School Policies**
File Code: **A30**
Warned: **September 9, 2024**
Adopted: **September 23, 2024**

It is the intent of the Addison Central School District Board to outline direction and goals for the successful, consistent, and efficient operation of the school(s) through the adoption of policies. School district policies will be in writing, codified, and made available to the public and will be in compliance with Vermont and federal law and regulations.

Definitions

- **Policies** guide the school board, administrators and other district employees, students, parents/guardians and community members by stating district goals and establishing parameters for administrative action.
- **Procedures** are developed by the superintendent or designee to provide for the management of the public schools in the district by describing how tasks will be carried out and board policies will be implemented.

Policy Development

In order to ensure efficient development and implementation of school board policies in the district, the board, or a subcommittee thereof, will determine when school board policies in the district should be developed or revised. The superintendent will assist the board in determining the need for policy development or revision in specific areas and will advise the board and member boards within the district on policy content.

When the board has approved a policy for distribution, the policy will be distributed by the superintendent for consideration by each member board. The 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:

1. The specific need for the policy
2. The scope of the policy with regard to establishing appropriate roles for the board and the administration
3. The effect of the proposed policy on administrators, students, teaching staff and the community
4. Samples of similar policies of other boards
5. Applicable provisions of state and federal law
6. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

Policy Adoption[1]

After consideration of the comments and information provided by interested individuals, the board may adopt or revise a policy developed by the 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.

Policy Dissemination, Administration & Review

Dissemination

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

Administration

Policies will be administered through procedures and directives of the superintendent of schools and members of the management team.

Review

The superintendent will advise the board when revisions to adopted policies are required or otherwise appropriate. In addition, the superintendent will develop a policy review schedule to ensure that all policies are reviewed at least once every three to five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

<i>VSBA Version:</i>	<i>10/16/2021</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>16 V.S.A. §563 (1) (Powers of school boards)</i>
<i>Cross Reference:</i>	

[1] See 16 V.S.A. §563(1). At the option of the school board, additional requirements for policy adoption or board approval or review of administrative procedures may be established through the inclusion of those requirements in this policy.