

# Policy

## Overview

The development and maintenance of school district policies is the central job of a school board. The Board must ensure the district not only achieves educational results for students, but does so in a manner that complies with legal requirements and meets community expectations. The Board does this by setting policies that articulate the values and concerns of the Board as trustees of the school district.

Once the Board has spoken in policy, it delegates to the administration the authority to further interpret the policy, which is often done through written procedures. The Board should regularly monitor for policy compliance. If it is important enough to be addressed in policy, it must be monitored.

## **Roles and Responsibilities in Policy**

### **The School Board**

1. Sets clear directions for the school system and establishes parameters for administrative, staff and Board action through its policies.
2. Evaluates the policy needs of the district and directs the administration to draft language consistent with the Board's broad policy goals.
3. Seeks input from affected groups or individuals through the superintendent.
4. Gives feedback on draft policies and ensures legal compliance through legal counsel review.
5. Adopts final policy.
6. Monitors implementation and conducts a periodic policy review according to the Board's policy on policy adoption.

### **The Superintendent**

1. A- Ensures policies and corresponding procedures are disseminated to all Board members and employees of the district. Ensures policy manual is easily accessible to students, parents, and community members.  
B – Provides regular reports to the Board regarding policy implementation and any issues associated with specific policies that require the Board to take action.
2. A- Informs the Board when a new policy need arises.  
B- When a new policy is under consideration, gathers information to inform the Board of relevant issues and requirements.
3. Involves administrators and impacted stakeholders in the initial development of the policy.
4. Obtains outside expertise for the Board, such as legal counsel, when requested.
5. Publishes and maintains the district's policy manual.
6. A - Monitors school and district level compliance with policies.  
B - Administers the schedule for routine policy review.

## **ROLE AND ADOPTION OF SCHOOL BOARD POLICIES**

It is the intent of the board to outline direction and goals for the successful consistent and efficient operation of the \_\_\_\_\_ schools through the adoption of policies. School district policies will be in compliance with Vermont and federal law and regulations.

### **Definitions**

**Policies** guide the school board, administrators and other district employees, students, parents and community members by stating district goals and establishing parameters for administrative action.

**Procedures** (also referred to as rules or regulations) are developed by the superintendent or his or her 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 supervisory union/district, the supervisory union/district board, or a subcommittee thereof, will determine when school board policies in the supervisory union/district should be developed or revised. The superintendent will assist the supervisory union/district board in determining the need for policy development or revision in specific areas and will advise the supervisory union/district board [and member boards within the supervisory union] on policy content.

***[For supervisory unions only:*** When the supervisory union board has approved 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 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**

After consideration of the comments and information provided by interested individuals, the Board may adopt or revise a policy. 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 on the supervisory union/district's website, and 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.

**Policy Review**

The superintendent will advise the supervisory union 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 \_\_\_\_\_ [maximum 5] years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

*Date Warned:*

*Date Adopted:*

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

*Cross Reference:*

### Policy - Self Assessment

	Fully Achieved	Mostly Achieved	Partially Achieved	Beginning to Achieve	Don't know/ unsure
Our policies ensure alignment of school district action with the Board's vision.					
Our policies clearly describe the Board's intent and leave implementation details to the superintendent.					
Our policies are compliant with state and federal requirements.					
Our policies identify measurable outcomes or objectives, where appropriate.					
Our policies lead to fair, reasonable, consistent and objective treatment of issues.					
Stakeholder representatives (school board, senior leadership, district staff, school staff, employee organizations, parents, community advocates and students) play a meaningful role in the policy development process.					
The superintendent has developed administrative procedures that are aligned to appropriate board policies.					
We have a policy review protocol that ensures that every policy in our manual is reviewed every 4-5 years.					

*\* Adapted from Essential Work of Vermont School Boards, VSBA, p.22*

## A. BOARD OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
A1	Conflict of Interest	6/26/15	A20	Board Meetings, Agenda Preparation & Distribution	9/18/14	A30	Role and Adoption of School Board Policies	9/18/13
			A21	Public Participation at Board Meetings	3/25/09	A31	Board Member Education	3/25/09
			A22	Notice of Non-Discrimination	4/2/12	A32	Board Goal-Setting & Evaluation	3/26/09
						A33	School Visits by Board Members	3/25/09
						A34	Board Relations with School Personnel	3/25/09

## B. PERSONNEL

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
B1	Substitute Teachers	01/26/16	B20	Personnel Recruitment, Selection, Appointment, and Background Checks	08/10/11	B30	Staffing and Job Descriptions	03/29/09
B2	Volunteers and Work Study Students	12/03/15	B21	Professional Development	09/18/13	B31	Educator Supervision & Evaluation: Probationary Teachers	03/29/09
B3	Alcohol and Drug Free Workplace	01/07/16	B22	Complaints About Personnel & Instructional Materials	03/25/09	B32	Personnel Files	03/29/09
B4	Drug & Alcohol Testing of Transportation Employees	12/03/15				B33	Resignations	03/29/03
B5	Prevention of Employee Harassment	01/07/16						
B6	HIPAA Compliance	12/03/15						
B7	Tobacco Prohibition	1/26/16						

## C. STUDENTS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
C1	Student Records	12/03/15	C20	Student Conduct and Discipline	04/02/12	C30	Student Medication	6/30/08
C2	Student Drugs & Alcohol	12/03/15	C21	Search and Seizure of Students by School Personnel	11/12/13	C31	Admission of Resident Students	
C3	Transportation	12/03/15	C22	Student Activities (Elementary)	03/25/09	C32	Eighteen Year-Old Students	
C4	Limited English Proficiency Students	12/03/15	C23	Student Clubs & Activities (Secondary)	11/28/07	C33	Student Assessment	
C5	Firearms	01/26/16	C24	Interscholastic Sports	09/18/13	C34	Restraint and Seclusion	
C6	Home Study Students	12/03/15	C25	Admission of Non-Resident Tuition Students	09/18/13			
C7	Student Attendance	12/03/15	C26	Tuition Payment	09/18/13			
C8	Pupil Privacy	12/03/15	C27	Student Self-Expression and Student Distribution of Literature	09/18/13			
C9	Nutrition & Wellness	12/03/15						
C10	Prevention of Harassment, Hazing & Bullying Policy	12/02/15						
C10	Prevention of Harassment, Hazing & Bullying Procedures	12/02/15						

## D. INSTRUCTION

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
D1	Proficiency Based Graduation Requirements	12/03/15	D20	Curriculum Development and Coordination (SU)	09/18/13	D30	Field trips	
D2	Grade Advancement	12/03/15	D21	Educational Support System	09/18/13	D31	Selecting Library Materials	
D3	Responsible Computer Internet & Network Use	01/26/16				D32	Selection of Instructional Materials	
D4	Title One Comparibity	12/03/15				D33	Local Action Plan	12/07/05
D5	Animal Dissection	12/03/15						
D6	Class Size Policy	12/03/15						

## E. SCHOOL-COMMUNITY RELATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
E1	Title 1 Parental Involvement Compacts	12/03/15	E20	Community Use of School Facilities	11/26/07	E30	School-Community Relations	
			E21	Distribution of Non-School Sponsored Literature in Schools	11/26/07	E31	Parental Involvement	
						E32	Visits by Parents, Community Members or Media	

## F. NON-INSTRUCTIONAL OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
			F20	Fiscal Management and General Financial Accountability	03/25/09	F30	Budgeting	03/25/09
			F21	Financial Reports and Statements	02/25/09	F31	Emergency Closing	03/25/09
			F22	Electronic Communications Use and Retention	08/10/11	F32	School Crisis Prevention & Response/Procedures for Bomb Threats	03/25/03
						F33	HIV Policy	03/25/03
						F34	Energy Management	06/28/09