

# ADDISON NORTHWEST SCHOOL DISTRICT POLICY

**SECTION: BOARD OPERATIONS**

**CODE: A30**

**TITLE: 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 Addison Northwest School District 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 designee to provide for the management of the 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 School District, the District 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 on policy content.

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**

A policy may be adopted at a regular or special meeting of the School Board, after the Board has given at least ten (10) days prior public notice of its intent to adopt the policy and has stated in its notice the substance of the proposed policy.

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## **Policy 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 or references to electronic versions of those policies related to student activities and conduct. The teacher handbook will include Board policies or references to electronic versions of those policies related to teachers' responsibilities.

## **Policy 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 School Board when revisions to adopted policies are required or otherwise appropriate. In addition, the Superintendent in collaboration with the ANWSD Board, will develop a policy review schedule to ensure that all policies are reviewed at least once every five (5) years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

*Date Warned:* 12/5/2017

*Date Adopted:* 12/18/17

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

*Cross Reference:*