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BSD Policy A30

BURLINGTON SCHOOL DISTRICT POLICY

CODE A30: ROLE AND ADOPTION OF BURLINGTON SCHOOL DISTRICT POLICIES

Purpose

It is the intent of the Burlington school 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 writing, codified, and made available to the public and will be in compliance with Vermont and federal law and regulations.

NOTE: This policy A30 is intended to govern adoption of operational school district policies and is not intended to govern adoption of the school board's own internal 'policy governance' policies, which generally govern the school board's relationship with the superintendent and the superintendent's relationship with the board.

Definitions

1. **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.
2. **Procedures** (also referred to as rules or regulations) 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 school board, or a subcommittee thereof, will determine when school board policies in the district should be developed or revised. The superintendent will assist the school board in determining the need for policy development or revision in specific areas and will advise the school board on policy content.

When feasible, the draft of a proposed policy or revision will be first developed and/or reviewed in the appropriate school board committee having the closest subject matter jurisdiction over the policy or revision in question (for example, policies relating to school district personnel matters would first be proposed or reviewed by the school board's Curriculum & Personnel committee). The committee considering the draft policy or revision shall send its proposed policy to the school board's Policy & Governance Committee for review prior to the policy or revision being sent to the full school board for review and adoption.

It is anticipated that the school board may adopt an instrument called an 'equity tool' to aid the school board and its committees in decision making. If the school board adopts an equity tool, then the school board, or committee thereof, shall utilize the equity tool when making or reviewing policy, and shall create a record of its use. The record shall include a summary of how the equity tool was used in making or revising policy.

Additionally, when making or reviewing policy, the school board, or a committee thereof, will seek appropriate public comment and administrative and/or legal 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 or the VSBA
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 school board may adopt or revise a policy developed by the school 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 all school district policies will be available on the school district’s website with hard copies available at the school district’s central office. The student handbook will include school district policies related to student activities and conduct. The teacher handbook will include school district policies related to teachers' responsibilities.

Administration

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

Review

The superintendent will advise the school 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.

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<i>Cross Reference:</i>	<i>Former BSD Policies: B20 Board Policy Development, and B22 Policy Review & Evaluation/Manual Accuracy Check</i>