

**Policy**

It is the intent of the Board to outline direction and goals for the successful consistent and efficient operation of the Brattleboro Union High School District #6 schools through the adoption of policies. School District policies will be in compliance with Vermont and federal law and regulations.

**Definitions**

Policies describe the direction the Board, with input from its community, has outlined for the School District. They provide a guide for action by the administration. Policies should serve, also, to inform and guide all people interested in or connected with the School District.

Policies chart a course of action. They outline what is wanted; they may include why and how much, and should always indicate the person responsible for implementing the policy. Policies should be broad enough to indicate a course of action for the administration to follow in meeting most situations; narrow enough to give clear guidance.

*Procedures* (also referred to as rules or regulations) are developed by the superintendent or his or her designee to provide management of the public schools in the District by describing how tasks will be carried out and board policies implemented.

**Policy Development**

In order to ensure efficient development and implementation of school board policies in the school district, the school board, or a subcommittee thereof, will determine when school board policies in the school 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 the school district board has a policy for review and approval, the policy will be distributed for consideration by representatives of the school board. The school board will seek appropriate public comment and administrative guidance as it considers proposals for policy development or revision. Comment and information will 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 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 school board may adopt a new policy or revise an existing policy. A policy may be adopted at a regular or special meeting of the 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.

**Policy 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 five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

Date Warned:           October 24, 2016  
Date Adopted:         November 7, 2016  
Legal Reference(s):   16 V.S.A. §563 (1) (Powers of School Boards)

