

GENERAL OPERATIONS: Policies/Procedures

Overview: Policy development is the primary role of the school board, and directs the work of the system. The procedures that support policy are critical to systemic function, and feature the roles of the administrative members of the team.

| | SCHOOL BOARD | SUPERINTENDENT | PRINCIPAL |
|-------------------|--|---|---|
| GUIDING QUESTIONS | <ul style="list-style-type: none"> ◆ Does the board have a system for reviewing policy that solicits participation from the administration, staff, and community? ◆ What is the current status of our policy manual? ◆ Are all required federal and state policies up to date? ◆ What are we doing to promote common policies across the supervisory union? ◆ Are our policies clear enough to provide good direction to administrators, and to ensure general understanding by parents and community members? <i>See Spotlights 5 and 9.</i> | <ul style="list-style-type: none"> ◆ What is the role of the superintendent in relation to developing policies and procedures? ◆ Are all policies and procedures current and implemented? ◆ Do policies and procedures meet state and federal requirements? ◆ Is there consistency among school policies and procedures within the district/supervisory union? If not, what plans are in place to move in that direction? | <ul style="list-style-type: none"> ◆ Is there a manual that includes all school policies? ◆ Does the school communicate to students, staff, and parents its policies and procedures? ◆ Are policies and procedures distributed annually as required? ◆ What is the principal's role in providing input into policies and procedures? ◆ What is the role of the student/ parent handbook in the district? |

GENERAL OPERATIONS: Policies/Procedures *(continued)*

| | SCHOOL BOARD | SUPERINTENDENT | PRINCIPAL |
|--------------------------|--|---|--|
| TASKS TO CONSIDER | <ul style="list-style-type: none"> ◆ Establish a plan for reviewing and updating policy manual. ◆ Obtain list of required and recommended model policies from the VSBA. ◆ Establish a policy committee. ◆ For consistency consider adopting required policies in conjunction with other boards within the supervisory union. ◆ Request update from superintendent regarding status of procedures. | <ul style="list-style-type: none"> ◆ Review VSBA/VSA guidelines on roles and responsibilities. ◆ Discuss with board members and administrators the clear roles and expectations of each group. ◆ Review all policies and procedures at minimum every five years, to ensure compliance and consistency with state and federal requirements. ◆ Establish clear follow-up mechanisms to ensure that policies and procedures are implemented and adhered to. ◆ Establish a policy committee consisting of members from all schools and boards, to review and to make consistent policies where possible. | <ul style="list-style-type: none"> ◆ Request a copy of the policy manual from the district office. ◆ Review with the superintendent the process for revision of policies. ◆ Develop a plan to communicate policies and procedures to parents and students. ◆ Ensure that staff/faculty know procedures and policies. |