

## COLCHESTER SCHOOL DISTRICT

### **POLICY: MANAGEMENT OF POLICIES**

**DATE ADOPTED:** September 2, 2014

### **PURPOSE**

VSA Title 16 § 563 specifies the Powers of the School Board and the duties of the Board. The formulation and adoption of written policies is the basic method by which the Board of School Directors exercises its leadership in the operation of the school district.

### **DEFINITIONS**

**Policy Statements:** are written principles adopted by the School Board to set basic philosophy concerning the operations of the School District. They should be brief, yet be specific enough to provide clear guidelines.

**Procedures and Regulations:** are the plans, adopted by the Superintendent or designee defining how administration will comply with the associated policies. These provide the regulations that direct the day-to-day conduct of management of the School District. Procedures and regulations are optional, because some policies do not require further definition.

### **POLICY STATEMENTS**

1. Policies shall normally be adopted at Regular School Board meetings. Revisions of any policy shall be treated in the same manner as the adoption of the policy.
2. There shall be two accepted readings (reviews) of each policy/revision. The policy may be adopted following the acceptance of the second reading, at the same meeting.
3. The School Board shall provide public notice of its intent to adopt/revise any policy. This notice shall be made at least ten (10) calendar days prior to the adoption of the policy or revision. Usually, this notification will occur prior to the first reading of the policy.
4. The School Board shall review the procedures and regulations associated with each policy upon adoption of the policy and upon revision by the Superintendent.
5. Policies shall be codified in accordance with the Vermont School Boards Association's Model Policy Manual. All policies in effect upon the adoption of this policy shall be recoded and named to match that codification system.
6. It is the Board's intention to review each policy approximately every three (3) years.

Last Adopted: May 17, 2000  
 Date Warned: August 15, 2014  
 First Reading: August 19, 2014  
 Second Reading: September 2, 2014

**PROCEDURAL REGULATIONS**

1. The Office Coordinator of the Superintendent's Office will manage the implementation of this policy. She/he will ensure that each policy is formatted and codified in accordance with the district format and VSBA codification.
2. The Office Coordinator of the Superintendent's Office shall maintain the master policy manual. This manual shall contain the most recent adopted version of each policy and shall be the copy referred to if questions arise.
3. The Office Coordinator will maintain an up-to-date copy of the policy manual for public review.
4. The district's web site will contain copies of all policies.