

# ROLE AND ADOPTION OF BOARD POLICIES

[A30]

## I. PURPOSE

The purpose of this policy is to define the role of Board policies and the procedures for their development, adoption, review, and revision. It is the intent of the Board of Trustees to maintain a set of policies that supports the implementation of Thetford Academy's mission.

## II. DEFINITIONS

### Policies:

Policies guide the Board, administrators and other school employees, students, parents, and community members by stating school goals and establishing parameters for administrative action.

### Procedures:

Procedures (also referred to as rules or regulations) are developed by the Head of School or his/her designee to provide for the management of the school by describing how tasks will be carried out and Board policies will be implemented. They may change more frequently than the underlying policies and do not require adoption by the Board, although they may be reviewed by the Board.

## III. POLICY

It is the intent of the Board to outline direction and goals for the successful, consistent, and efficient operation of Thetford Academy through the adoption of policies.

The policies of Thetford Academy shall be in compliance with all Vermont and federal regulations and statutes that apply to independent schools.

## IV. COMPONENTS OF POLICY

### A. Initiation of a Policy's Development or Revision

In order to ensure efficient development and implementation of Board policies, the Board Management Committee shall determine whether Board policies should be developed or revised.

- Any member of the school community may, by providing a written statement of need to the Head of School, propose the development of a new Board policy or the revision of an existing policy.

- The Head of School shall assist the Board in determining the need for policy development or revision in specific areas and shall advise the Board on policy content.
- The Board, acting as a whole or through its committees, may also seek public comment as appropriate and/or guidance from those with relevant expertise 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 proposed policy or policy revision.
  2. The anticipated costs and benefits of implementing, enforcing, and evaluating the proposed policy or policy revision.
  3. The scope of the proposed policy or policy revision with regard to establishing appropriate roles for the Board and the administration.
  4. The effect of the proposed policy or policy revision on administrators, students, teaching staff, other employees, and the community.
  5. Samples of similar policies of other Boards.
  6. Applicable provisions of state and federal regulations and statutes.

## **B. Procedures for a Policy's Development, Adoption, Review, and Revision**

New policies are typically drafted by the Board Management Committee. Existing policies shall be reviewed by the Board Management Committee at least once every five years for renewal or revision as needed.

- In developing and reviewing policies, the Board Management Committee shall use the Vermont School Board Association's current Model Policy Manual as a guide whenever this is relevant and practicable.
- The Board Management Committee shall seek the input as necessary of the administration and other appropriate school personnel regarding drafts of new or revised policies.
- When the Board Management Committee has completed its work on a policy, the policy shall be distributed to the full Board for a first reading.
- If the Board, at its meeting, requires no changes or only minor proofreading changes to the policy: The policy may be adopted – with any required changes incorporated – by a majority vote at that same meeting, provided that the Board has given prior public notice through posting of its meeting agenda of its intent to consider and adopt the policy.
- If the Board, at its meeting, requires more than minor proofreading changes to the policy and/or raises questions about the policy which require discussion in order to reach consensus: The policy – after any required changes have been incorporated –

shall be returned to the Board for a reading at a subsequent meeting, at which point it may be adopted by a majority vote, provided that the Board has given prior public notice through posting of its meeting agenda of its intent to consider and adopt the policy.

### **C. Policy Dissemination and Administration**

When policies are adopted, the Head of School shall ensure that they are made publicly available.

A copy of the Board's policy manual shall be available in the school's main office and/or library for access by employees and the public. The Student and Family Handbook shall provide notice of Board policies related to student activities and conduct.

Policies shall be administered through procedures and directives of the Head of School and other members of the administration.

The Head of School shall alert the Board when revisions or repeals of adopted policies are necessary or otherwise appropriate in response to changing legislation or other altered circumstances.

ADOPTED: June 6, 2002

REVISED: March 11, 2004

REVISED: December 11, 2014

REVISED: December 18, 2016