

POLICY DEVELOPMENT AND ADOPTION

Originated in Administrative Advisory Committee	
Proposed to Executive Committee	6/6/02
Approved at Full Board First Reading	6/27/02
Adopted at Full Board Second Reading	10/22/03
Revisions proposed to Executive Committee:	3/11/04
Approved at Full Board First Reading:	4/29/04
Adopted at Full Board Second Reading	6/24/04

Policy

It is the policy of Thetford Academy to adopt all relevant policies in accordance with Vermont state law as outlined in 16 V.S.A. §563 (1).

Policy Initiation

Any person residing in sending communities or employed by Thetford Academy may suggest *policies to the Board of Trustees* by providing a statement of need in writing to the Head of School. Such suggestions will be considered by Board and administrators to determine whether a policy is warranted to assure consistent and equitable school operations.

Policy Development

The Board, acting as a whole or through its committees, will seek public comment as appropriate and administrative guidance as it considers proposals for policy development or revision.

Comment and information will be sought in the following areas:

1. The specific need for the policy.
2. The fiscal consequences of the proposed policy.
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.

Customary Procedure

1. New policy is usually drafted in a committee of the Board, administration or faculty, with reference to the current VSBA Model Policy Manual whenever possible.
2. Existing policies shall be reviewed every 5 years for renewal or revision as needed.
3. The Executive Committee reviews new policy drafts. The Executive Committee

also reviews proposed revisions and recommendation for renewal of an existing policy.

4. Upon recommendation of the Executive Committee, the policy is referred to the Full Board of Trustees for a First Reading. Policies recommended for renewal without revision only require one reading and may then be adopted by a majority vote.
5. At a subsequent meeting, the Full Board of Trustees conducts a Second Reading for all new and revised policies.
6. The Full Board adopts new and revised policy upon the Second Reading by a majority vote.

Legal Reference(s): 16 V.S.A. §563 (1) (Powers of school boards)

Cross Reference: The Role of Policy (A1)

Policy Dissemination, Administration & Review (A3)

Based on Vermont School Boards Association Model Policy Manual 2001--Policy A.2