

**North Country Schools/OENSU
Common Board Policy Manual**

POLICY MAINTENANCE

POLICY NO. A.4

A. 4 ADMINISTRATIVE PROCEDURE DEVELOPMENT

Administrative procedures are rules and regulations, which will be developed by the administration at individual schools throughout the district, in consultation with the school board. Administrative procedures will align with policy.

Procedure proposed in areas of Board policy that closely affect the legal responsibilities of school directors will be reviewed by the board of directors, i.e. Rules and regulations that relate to the financial operations, particularly the handling of the school district's bills and orders, and transportation. Also, but not limited to: areas of school policy that are particularly sensitive such as unlawful harassment and hiring procedures. Not every policy will require administrative procedure. It is the responsibility of the administration to review policy with the board of directors on an annual basis to ensure that appropriate procedure is in place for policy when necessary.

- Administrative procedure will provide specific directions to school district personnel to promote the successful and efficient operation of the school.
- Administrative procedure will be reviewed along with policy on an annual basis.
- A school board may approve or disapprove rules and regulations proposed by the principal or superintendent for the conduct and management of public schools in the district.
- NCUHS/NCUJHS: New procedures will be reviewed by the NCUHS School Committee and/or at a NCUJHS/NCUHS board meeting.

Legal Reference: 16 V.S.A.Section#563

Cross Reference: Policy Development (A1)
NCUHS Procedure B1. Board Member Orientation & Education/
(School Committee Duties)

Date Adopted/Revised:

Brighton	02/12/02
Charleston	10/17/01
Coventry	04/03/02
Derby	10/22/01
Holland	01/14/02
Jay/Westfield	02/13/02
Lowell	05/20/02
Morgan	01/22/02
Newport City	01/07/02
Newport Town	02/13/02
Troy	06/17/02
NCUHS	03/08/01
NCUJHS	03/26/01

M:\SHARON\OENSU\POLICY\A.4\01/22/2002