

**Rutland Southwest Supervisory Union
Tinmouth Town School District
Middletown Springs Town School District**

**Poultney Town School District
Ira Town School District
Wells Town School District**

**Policy Development, Adoption, Dissemination, Administration and Review
Code A-1a**

A. Policy Development

Policies which address the needs of all, will be developed with input from Directors and appropriate staff from each District within the Supervisory Union. A single policy manual will be maintained with the policies for all School Districts and the Supervisory Union.

B. Policy Adoption Process

The Rutland Southwest Supervisory Union System Management Committee, comprised of board representatives from each District, will be responsible for formulating policy development for the Supervisory Union; any board may initiate a policy. Each policy draft will then be warned for a Supervisory Union Board meeting each policy will be warned at a subsequent meeting of each District board. Feedback from each District will be brought to the Supervisory Union Board at its next meeting. Any School District Board may make modifications to specific provisions for specific schools (e.g. Building Use). If modification is made by any board, the policy will return to the System Management Task Force for policy modification. If no modifications are requested and a policy has been adopted by each and every District board, the policy will return to the Rutland Southwest Supervisory Union Board for final adoption.

C. Policy Heading & Adoptions History Format

Policy headings will adhere to a single format. The heading of each policy will contain the names of each of the districts and the supervisory union. The policy name will be on the top center. The bottom right will contain the policy number. The Adoption History at the end of each policy will show the adoption dates by each of the boards. Examples:

Rutland Southwest Supervisory Union Tinmouth Town School District Middletown Springs Town School District	POLICY NAME	Poultney Town School District Ira Town School District Wells Town School District
POLICY NAME		POLICY #
		#

Policy Text:

Legal References (If any)

D. Policy Dissemination

A master file of policies will be maintained as “hard copy” on paper and on computer disk or comparable technology at the Supervisory Union offices. Copies will be disseminated through e-mail and posted to the Supervisory Union’s website so that anyone, system wide can have access. In addition, the superintendent or designee will disseminate paper copies to all Board members, central office administrators, all building principals, and all school librarians. Building principals or their designee will maintain an up-to-date policy manual in each school office and in each school media center. Building principals will review all new policies in staff meetings and assure that all staff, parents and students who are affected by the policy and who do not typically attend scheduled meetings are aware of the new policy.

District and Supervisory Union and Adoption Dates

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union		
Ira Town School District		
Middletown Springs Town School District		
Tinmouth Town School District		
Poultney Town School District		None
Wells Town School District		
Rutland Southwest Supervisory Union		

Systems Management Committee Protocol for Drafting and Adopting Policies:

Attached to Policy # :

1. The Systems Management Committee will research and write a “working document” to be circulated after receiving a legal review, IF NECESSARY, among the various school boards, building administrators, central office administrators, and other relevant parties (on pink paper).
2. The working document will be written in a standard format, assigned the number it will have once adopted, printed, given a draft date, and notice of affirmative review by Rutland Southwest Supervisory Union attorneys if necessary.

3. The working document will be placed on each board’s agenda for discussion only, COMMENTS FROM EACH BOARD or administrator SHALL BE FORWARDED TO THE SYSTEMS MANAGEMENT COMMITTEE.
4. The Systems Management Committee will take into consideration the boards’, administrators’ and others’ comments and revise the “working document” as necessary. Subsequently, the document will be resubmitted for legal review if Systems Management Committee deems review is required and final revisions will be made after receipt of legal comments.
5. The document, in policy format and printed on white paper, will then be placed on the boards’ agendas as a candidate policy for warning. Once warned by a board, the policy will be placed on that board’s subsequent agenda for consideration for adoption.
6. Administrative procedure, if needed, will be developed within two months of the adoption of the policy by all the boards, whenever possible. Administrative policies will be printed on teal colored paper and procedures which are final will be printed on yellow paper and distributed for inclusion in policy manuals to all board members and other parties who receive policies. These procedures will be posted accompanying the policy on the Rutland Southwest Supervisory Union website.
7. An “Administrative Policies Adopted” column will be added to the document “Policies Finished and in Binder” to track the completion of administrative regulations for Systems Management Committee.

Legal Reference: 16 VSA § 563 (1) Powers of School Boards.

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union	6/28/10	A-2 & A-3 5/19/08
Ira Town School District	See RSWSU	None
Middletown Springs Town School District	6/17/10	Notice of Policy & Procedures 287/95
Poultney Town School District	6/22/10	12/15/09
Tinmouth Town School District	5/10/10	4/10/06
Wells Town School District	5/12/10	None