

# Washington West Supervisory Union Model Policy

## Policy A3

### **A3: POLICY DISSEMINATION, ADMINISTRATION & REVIEW**

#### **Policy**

It is the policy of the member district schools of the Washington West Supervisory Union: Fayston Elementary School, Harwood Union High School, Moretown Elementary School, Waitsfield Elementary School, Warren Elementary School, and the Waterbury/Duxbury Union School District (Crossett Brook Middle School and Thatcher Brook Primary School) to disseminate its policies broadly to all community members, to administer them fairly and to assure that there is regular periodic review of the member district schools' policies.

#### **Dissemination**

When policies are adopted, the Principal or designee will publish and make them available to the public, students, and school personnel.

A copy of the member district school's policy manual will be available during the normal working day in the office and/or library of each school within the Washington West Supervisory Union. The student handbook will include Board policies related to student activities and conduct. The teacher handbook will include Board policies related to teachers' responsibilities.

The Superintendent will develop other appropriate methods to familiarize and educate the school and general community about the Washington West Supervisory Union's policies.

#### **Administration**

Policies will be administered through procedures and directives of the Superintendent of schools and members of the management team.

It will be the responsibility of employees and students to know and follow a member district school's Board policy.

#### **Policy Review**

All policies will be reviewed periodically and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

Date Warned: 01.20.11  
Date Adopted: FES: 02.15.11; HUHS: 02.16.11; MES: 02.01.11; W-D: 02.08.11; WES: 02.14.11; WS: 02.10.11  
Legal Reference(s): 16 V.S.A. §563 (1) (Powers of school boards)  
1 V.S.A. §316 (Access to records)  
Cross Reference: The Role of Policy (A1)  
Policy Development and Adoption (A2)

Revised 12/20/2010