

Rutland Windsor Supervisory Union Ludlow Elementary School District Mount Holly Elementary School District Plymouth School District Union #39 School District	<b>POLICY DISSEMINATION,                  ADMINISTRATION &amp; REVIEW</b>	<b>Policy: A3</b>
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**POLICY**

It is the policy of the Rutland Windsor Supervisory Union, Ludlow Elementary School District, Mount Holly Elementary School District, Plymouth School District and Union #39 School District (hereinafter “District”) to disseminate their policies, adopt all policies broadly to all community members, to administer them fairly and to assure that there is regular periodic review of the District’s policies.

**I. Dissemination**

When policies are adopted, the Superintendent will publish and make available to the public, students and school personnel.

A copy of the District policy manual will be available during the normal working hours in the RWSU office and/or library of each school within the District. The student handbook will include Board policies related to student activities and conduct. The teacher handbook where applicable will include Board policies related to teachers' responsibilities.

**II. 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 Board Policy.

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All policies will be reviewed periodically and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

**Legal Reference(s):**

- 16 V.S.A. § 563(1) (Powers of School Boards)*
- 1 V.S.A § 316 (Access to Records)*

<b>District:</b>	<b>Review only</b>	<b>Warned</b>	<b>Adopted</b>	<b>Replaces Policy</b>
Rutland Windsor Supervisory Union	January 27, 2009	March 4, 2011	March 16, 2011	
Ludlow Elementary School District		December 17, 2009	January 6, 2010	<b>BC</b>
Mount Holly School District		February 3, 2010	March 15, 2010	<b>BC</b>
Plymouth School District		December 23, 2009	January 4, 2010	<b>BC</b>
Union #39 School District	November 18, 2009		September 17, 2003	<b>BC</b>