

**Battenkill Valley Supervisory Union  
Arlington School Town District  
Sandgate School Town 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 Battenkill Valley Supervisory Union Policy Committee comprised of board representatives from Sandgate and Arlington 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 Sandgate and Arlington. Feedback from each District will be brought to the Supervisory Union Board at its next meeting. Either Sandgate or Arlington Boards may make modifications to specific provisions for specific situations. If modification is made by any board, the policy will return to the Policy Committee for policy modification. If no modifications are requested and a policy has been adopted by Sandgate or Arlington Boards, the policy will return to the Battenkill Valley Supervisory Union 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:

Battenkill Valley Supervisory Union  
Arlington Town School District

POLICY NAME

POLICY #

POLICY NAME

**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 office. 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 media specialists. 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.

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

	Date Adopted	Replaces Policy
Battenkill Valley Supervisory Union	June 22, 2011	
Arlington Town School District	June 8, 2011	
Sandgate Town School District	June 21, 2011	