

Policy Adoption

The following procedure shall be used to adopt, revise, or delete School Committee policies.

1. New policies and policy revisions may be proposed by a School Committee member, employee, student, or resident of the school district.
2. The Policy Subcommittee shall research, review, and issue a recommendation on all new policies and policy changes submitted to the Committee. The Subcommittee may also draft recommended policies and policy revisions. To the extent practicable, the Subcommittee shall seek input on policy proposals from those who will be affected by the proposals.
3. Notwithstanding the Policy Subcommittee review and recommendation process, a School Committee member may request that consideration of a policy or policy revision be placed on the agenda for any School Committee meeting if the Policy Subcommittee, after having at least 30 days to consider the policy, fails to recommend action satisfactory to the member. Such request shall be granted by the School Committee Chair.
4. Upon recommendation by the Policy Subcommittee or request of a School Committee member as specified above, the first reading of a new policy, a revised policy, or a policy proposed for deletion, shall be placed on the agenda of a regular School Committee meeting for a first reading. Committee members shall receive the policy and recommendations in advance of the meeting date. Discussion may take place on the substance of the policy proposal during the first reading. Any changes to the policy agreed to shall be made prior to the second reading.
5. At the next regular meeting (or a later meeting if agreed to by the School Committee), the policy shall be placed on the agenda for a second reading and action. Amendments may be introduced and acted upon. If the policy is not approved by majority vote, the process for that policy is ended. However, if appropriate, further consideration of the policy may be tabled to a specific date.
6. Approved policies become effective immediately unless the motion to approve the policy includes a specific implementation date. Upon approval, new and revised policies shall be publicly disseminated. Policies that have been deleted or changed shall be recalled. The Superintendent/designee shall ensure that all policies are kept up to date on the school department website.
7. In the event that a non-substantive change is necessary to a policy (to correct a typo, policy code, legal reference, etc.), the policy does not need to go through the two reading process and may be introduced and ratified at the same School Committee meeting.