

## **POLICY ADOPTION PROCEDURE**

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

- A. The School Committee is charged with reviewing and recommending all policies/policy changes to be considered.
  - 1. Individual School Committee members, other standing committees, the Superintendent, or other interested party should submit policy suggestions and concerns to the Superintendent.
  - 2. The Superintendent shall have the responsibility to review and research each suggestion in accordance with School Committee policies, prepare draft policies as appropriate, and make recommendations to the entire School Committee.

Any School Committee member may request that consideration of the adoption, revision, or deletion of a policy be placed on the agenda of any regular meeting if the Superintendent, after having had full opportunity to consider the member's submitted suggestion, fails to recommend action satisfactory to the member.

- 3. At an appropriate stage in the process, the Superintendent shall contact the representative teacher organization to meet and consult regarding any proposed new or changed educational policy.

To the fullest extent practical, the Superintendent shall also discuss the proposal with other groups affected by the policy.

- B. Upon recommendation by the Superintendent, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of a regular School Committee meeting. School 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. Any changes to the policy agreed to by consensus or formally adopted amendment shall be made prior to the second reading.
- C. At a subsequent regular meeting, more than two weeks and less than eight weeks after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of the whole School Committee, the process for that policy is ended.

However, if appropriate, further consideration of the policy may be tabled to a specific date.

- D. Immediately upon approval, policies/revisions/deletions shall be disseminated. Policies deleted and changed shall be recalled. The Superintendent/designee shall ensure that all policy manuals are kept up-to date.

Legal Reference: 26 MRSA § 965.1,C

Cross Reference: BG - School Committee Policy Process  
CHD - Administration in the Absence of Policy

Adopted: June 11, 2001  
Reviewed: March 13, 2006  
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