

## **POLICY ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

1. Information/**Discussion** item - distribution with agenda and first reading of proposed policy or policies; response from Superintendent; report from **the Policy Subcommittee** Committee **which is** assigned **the** responsibility of **reviewing all policies** ; Committee discussion and direction for any redrafting.
2. **Review Period: Time between the first reading and the date for adoption for comments and/or input from the public to be reviewed by the Policy Subcommittee.**
- 3 Action item - discussion, adoption or rejection **at the next scheduled meeting.**

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

SOURCE: MASC

**NOTE: Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.**

