

<i>Policy</i>	<i>Title</i> SCHOOL COMMITTEE POLICY ADOPTION	<i>Code</i> BGB
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HOLLISTON

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 a quorum of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

Policy Initiation - Any person residing in or employed by the Holliston Public Schools may suggest policies by providing a statement of need in writing to the superintendent or designee.

Policy Development - The School Committee, acting as a whole or through a policy subcommittee, will seek appropriate public comment and guidance as it considers proposals for policy development or revision.

Policy Review – The detailed review of policies will be conducted periodically by a policy subcommittee appointed annually by the School Committee.

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 School Committee by the policy subcommittee. The adopting or amending of a policy by the School Committee is a three-step process. The School Committee can shorten or extend the policy adoption or amendment process by a majority vote of a quorum of the School Committee.

Step One: First Reading – The proposed new policy or amendment is distributed in draft form to educators, School Committee members and other appropriate parties, and is read aloud. A discussion will then follow and the policy may either be rejected; sent back to the policy subcommittee for further review; or go forward with a second reading and be brought back as an agenda item at a subsequent School Committee meeting.

Step Two: Second Reading – The proposed new policy or amendment is distributed again at a School Committee meeting and the process in Step One above is followed with all three options in Step One available. The proposed new policy or amendment may have revisions made to it from the first reading of the policy.

Step Three: Third Reading – The proposed new policy or amendment is distributed again at a School Committee meeting. After possible further discussion, the policy or amendment will be put to a vote and will pass if approved by a majority vote of a quorum of the School Committee.

Amendments to School Committee policies may bypass the 2nd and 3rd reading steps above and can be voted upon after the first reading. New policies require at least two readings of the policy at separate School Committee meetings. The third reading of a new policy may be waived and the policy voted upon after the second reading. Both of these votes require a majority vote of a quorum of the School Committee.

Policies will be effective upon the date of adoption unless otherwise stipulated by the School Committee.

First Reading:	February 20, 1997
Second Reading:	March 6, 1997
Third Reading:	Waived
Policy Adopted:	March 6, 1997
Policy Amended:	November 5, 2009
Policy Reviewed:	February 11, 2019
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