

## **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 item – distribution with agenda
2. Discussion item – first reading of proposed policy or policies; response from Superintendent; report from advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting.
3. Action item – discussion, adoption or rejection. (Must occur at a meeting subsequent to Item 2).

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 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.

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

SOURCE: MASC