

SCHOOL COMMITTEE POLICY DEVELOPMENT, ADOPTION & DISSEMINATION POLICY

It is a primary function of the School Committee to develop and express policy for the governance of the school system. Indeed, the State of Rhode Island mandates that every school committee has a written, properly indexed, up-to-date policy manual.

Efficient, well-organized management of the schools requires that the policies of the School Committee be written and disseminated to all who are affected by them. Administrative decisions will be expedited on the basis of known policies. Committee deliberations can be reduced to a minimum when matters are governed by existing policy, thereby, freeing valuable time for constructive consideration of school issues.

The School Committee considers its policies on policy development and dissemination to be the backbone of its governance function. The School Committee has approved for use the Educational Policies Service classification system of the National Boards Association (BFA).

PRELIMINARY DEVELOPMENT OF POLICIES

It is the intent of the School Committee to develop policies and put them in writing, so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

New Policies or revisions to existing policies shall be drafted and presented by the School Committee or the Superintendent. Suggestions for a new or revised policy may come from many sources, both within and outside of the school system. The Superintendent will be the channel for these suggestions to reach the Policy & Curriculum Subcommittee. The school district attorney may be called on for assistance in preparing a policy to be recommended for adoption. Input from stakeholders such as school department personnel, families, students, and community members may be sought as deemed prudent by the Policy & Curriculum Subcommittee

POLICY ADOPTION

Only the School Committee can make policy for the public schools, despite the many levels of government whose mandates do indeed affect the daily operation of the district. The School Committee takes this responsibility seriously.

Accordingly, a judicious method of policy adoption will be followed. Recommendations for a new or revised policy from sources, within and outside of the school system, will be channeled through the Superintendent to the Policy & Curriculum Subcommittee. New or amended policy discussion will be advertised on the district website and on Policy & Curriculum Subcommittee meeting agendas.

The policies of the School Committee may be amended, or new policy adopted after two readings of the School Committee. The agenda will be marked to indicate proposed policy adoption. Amendment will always require that a copy of proposed changes be sent to each member of the School Committee prior to the meetings at which the change is to be considered. A vote of the majority of the School Committee is required to amend.

Unless otherwise specified, the effective date of each policy will be its date of enactment by the School Committee.

POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee and the regulations needed to put them into effect.

By law, there must be a copy of the By-Laws, Policies and Regulations of the School Committee Manual in each school library, the administrative offices, and the public libraries.

The policy manual shall also be placed on the School District website.

All Policies and Regulations manuals remain the property of the School Committee and will be considered as “on loan” to any person or organization in whose possession they might be. They are subject to recall at any time for updating purposes.

The Superintendent may call meetings of employees to review policies and guidelines. In addition, building principals will inform school staff and school/parent groups of all new or amended policies as necessary for awareness and compliance.

ADMINISTRATION IN POLICY ABSENCE

On any matter not covered by School Committee policy in which action is required, the Superintendent will exercise his/her discretion. When appropriate and not prevented by emergency conditions, the Superintendent will consult with the School Committee Chairperson. Action in the absence of policy will be reported to the School Committee as soon as is practical. The School Committee will then determine whether a similar situation is apt to occur again, and may adopt policy to guide future administrative action.

SUSPENSION OF POLICIES

A policy of the School Committee may be suspended for a specified time and purpose, or if it is deemed unnecessary or obsolete, by a two-thirds vote of the membership present.

ADOPTED: January 6, 1992
REVISED: September 28, 2015

LEGAL REF.: 16-2-32

CROSS REFS.: BF subcodes (all relate to policy development)

Bristol Warren Regional School District, Bristol, Rhode Island