

# Policies

**PUBLIC INFORMATION, ADOPTION OF POLICIES, AVAILABILITY OF POLICIES**

A. Westerly Public Schools (WPS) policies may be adopted or revised

1. At the direction of the Westerly School Committee
2. At the recommendation of the Superintendent
3. At the recommendation of the WPS policy subcommittee

B. In addition to any other policy making requirements imposed by law, the Westerly School Committee shall:

1. Adopt as a policy a description of its organization, stating general method of its operations and the methods whereby the public may obtain information or make submissions or requests.
2. Make available for public inspection all policies and all other written statements of policy or interpretations formulated, adopted, or used by the Westerly School Committee in the discharge of its responsibilities.
3. Make available for public inspection all adopted policies, and approved records of meetings.

C. No School Committee policy is effective, nor may it be invoked by the Administration for any purpose, until it has been made available for public inspection as herein required, except as provided for in emergency situations.

**PROCEDURE FOR ADOPTION OF POLICY**

A. Prior to the adoption, amendment, or repeal of any policy the School Committee shall:

1. Review and act on the new or revised policy as developed and brought before the School Committee by the WPS policy subcommittee.
2. Give at least fourteen (14) days' notice of its intended action. The notice shall include a statement of either the terms or substance of the intended action or description of the subjects and issues involved, and of the time when the place where, and the manner in which interested persons may present their views thereon.

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3. Afford all interested persons reasonable opportunity to submit data, views, or arguments, orally or in writing. The School Committee shall consider fully all written and oral submissions regarding the proposed policy.

B. The School Committee authorizes the Superintendent to implement policies due to imminent peril to the public health, safety or welfare of students and staff. The process requires adoption of a policy upon less than fourteen (14) days' notice, this may proceed without prior notice or hearing, or upon any abbreviated notice and hearing that it finds practicable, to adopt an emergency policy. The policy may be effective for a period of not longer than one hundred twenty (120) days renewable once for a period not exceeding ninety (90) days, but the adoption of identical policy under sub-section A. 1 and A. 2 of this section is not precluded. The Superintendent will notify School Committee at the next School Committee meeting.

C. No policy hereafter adopted is valid unless adopted in substantial compliance with this section.

## **FILING AND TAKE EFFECT OF POLICIES**

The School Committee shall file forthwith in the Office of the Superintendent of Schools a certified copy of each policy adopted. The Superintendent of Schools shall keep a permanent register of the policies open to public inspection. In addition, adopted policies shall be posted on the District website.

## **COMPLETION OF POLICIES**

A. The Superintendent of Schools shall compile, index, and maintain all policies adopted by the School Committee and remaining in effect. Compilations shall be supplemented or revised as often as necessary.

B. The School Committee shall, at a regular School Committee meeting, issue a bulletin twice a year in which they shall list policies adopted in the preceding six (6) months. The School Committee shall advertise on a regular monthly meeting agenda, at least twice a year, the policies adopted during the last six (6) months. Policies shall be made available upon request.

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**REVIEW AND REVISION OF POLICIES**

A. The Westerly School Committee may direct the WPS policy subcommittee to review and revise an existing District policy at any time.

B. The Superintendent may request that the WPS policy subcommittee review and revise an existing District policy at any time.

C. The WPS policy subcommittee shall review all District policies on a regular basis to ensure that all District policies remain current and applicable.

**PETITION FOR ADOPTION OF POLICIES**

Any interested person may petition the School Committee, in writing, requesting the amendment or repeal of any policy. Upon submission of a petition, the School Committee, within thirty (30) days, shall either deny the petition in writing (stating its reasons for the denial) or initiate policy making proceedings in accordance with this procedure.

Public Hearing: December 20, 1971

Adopted: January 24, 1972

Amended and Adopted: October 18, 1989

Amended and Adopted: April 7, 2004

Revised: January 3, 2007

Amended and Adopted: December 15, 2010