

## **POLICY ADOPTION PROCEDURE**

The following procedure shall be used to adopt, review, revise or delete School Committee policies:

- A. The Policy Committee is charged with reviewing and recommending all policies/policy changes to be considered by the School Committee.
  1. Individual School Committee members, other standing committees, the Superintendent, or other interested party should submit policy suggestions and concerns to the Policy Committee.
  2. The Policy Committee, together with the Superintendent, shall have the responsibility to review and research each suggestion in accordance with School Committee policies, prepare draft policies as appropriate, and make recommendations to the entire School Committee.

Any School Committee member may request that consideration of the adoption, revision, or deletion of a policy be placed on the agenda of any regular meeting if the Policy Committee, after having had full opportunity to consider the member's submitted suggestion, fails to recommend action satisfactory to the member.

3. At an appropriate stage in the process, the Policy Committee shall contact the president of the Biddeford Teachers' Association to meet and consult regarding any proposed new or changed educational policy.

To the fullest extent practical, the Policy Committee shall also discuss the proposal with other groups affected by the policy.

- B. Upon recommendation by the Policy Committee, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of a regular School Committee meeting. School Committee members shall receive the policy and recommendations in advance of the meeting date. Public and School Committee discussion shall take place on the substance of the policy proposal, and the School Committee shall hold a formal vote to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or formally adopted amendment will be made prior to the second reading.
- C. At the next regular meeting, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote, the process for that policy is ended, unless the School Committee votes to table further consideration of the policy to a specific date.

- D. On matters of unusual urgency, the School Committee may vote to take immediate action to adopt a new policy or revise an existing policy. To the extent practical, the Superintendent shall inform affected groups or individuals of the reasons for the emergency action.
- E. New/revised policies shall be disseminated, and policies which have been deleted and changed shall be recalled.
- F. Copies of policies acted upon by the School Committee shall be attached to the meeting minutes. The Superintendent/designee shall ensure that all policy manuals are kept up-to-date by recalling all copies of the manual during the months of July and August for administrative review.

Legal Reference: 26 MRSA § 965.1, C

Cross Reference: BG - School Committee Policy Process  
CHD – Administration in the Absence of Policy

Adopted: January 24, 1995

Revised: April 27, 1999