

Sedgwick School Committee
 Policy Number 2.07
 Adopted: 1/21/14
 Revised: 8/20/19

(NEPN/NSBA Code: BG)

PROCESS FOR POLICY DEVELOPMENT AND REVISION

It is the intent of the School Committee is to maintain a policy manual that is current and includes all policies needed for the operation of the school district using the following procedures for development or revision of policies. It is also the Committee's intent to align district policies with those of the other districts in SU76 to the extent possible.

- A policy committee will be established as a School Committee standing committee at the annual organizational meeting. Membership of the committee will include the superintendent, at least one, but no more than two, Committee members and others as determined appropriate by the superintendent.
- One of the Committee members also will serve as a member of the SU76 Policy Committee.
- The district policy committee shall be advisory to the School Committee on policy development or revision.
- The superintendent, in consultation with the district and, as necessary, SU76 Policy Committees, will present the entire School Committee with policies recommended for revision or adoption.

School Committee Review Procedure

- The School Committee gives the new or revised draft policy a first reading, recommends revision if appropriate and provides an opportunity for input from staff members. Prior to final adoption, the Superintendent provides the opportunity to the staff bargaining units to provide input on the proposed policy. Policies may be revised by the School Committee at any School Committee meeting when the policy is on the posted agenda. If there are no major changes in intent from the original policy, a revised policy can be adopted by a majority vote of the School Committee at the meeting the revisions are presented and will not need a second reading. Otherwise, the same process is followed as for a new policy.
- The School Committee gives the new or, as needed, revised policy a second reading at the next regularly scheduled School Committee meeting unless extenuating circumstances require the second reading be delayed for one more month. If there are no changes, the new or revised policy may be adopted and, if adopted, will become official School Committee policy.

- The Superintendent will assign a number to the policy, distribute a copy of the policy to those parties specified below and ensure that all related school documents are revised to reflect any policy change.
- The policy manual will be maintained on the school and SU76 websites. School Committee members, principals, or presidents of the staff bargaining units wishing a paper copy may request one from the Superintendent's Office.
- School Committee members and administrators shall promptly update the policy manuals in their possession as new or revised policies are issued.