

### **POLICY ADOPTION PROCEDURE**

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

- A. The Policy Committee is charged with reviewing and recommending all policies/policy changes to be considered by the Board.
1. Individual Board 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 Board policies, prepare draft policies as appropriate, and make recommendations to the entire Board.

Any School Board 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 representative teacher organization 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. Policy documents shall be maintained with the following style/technical elements:
1. Each page shall have a header containing "RSU#12" on the left, and "Code: " followed by the policy's code on the right.
  2. Each page shall have a footer containing "Page *n* of *m*" on the right, where *n* is the number of the current page, and *m* is the number of pages in the document. The left end of the footer shall contain "Required Policy" if the policy is on MSMA's list of required policies, otherwise it shall be blank
  3. The first page shall have the title of the policy centered horizontally at the top of the page body.
  4. The document shall use mirrored page layout in anticipation of duplex printing (double-sided), and each page shall have a 1.25" margin on the inside edge, and 0.75" margins on the other three sides.

5. Each policy document shall contain two lines at the end of the body for recording the date it's first reading is acknowledged, and the date it is adopted.
  6. If published or disseminated in electronic form an adopted policy shall be in a file format to maximize accessibility while minimizing opportunity for alterations to be made.
- C. 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 Board meeting. Board members shall receive the policy and recommendations in advance of the meeting date. Discussion may take place on the substance of the policy proposal, and a formal vote shall be held to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or formally adopted amendment shall be made prior to the second reading. The date that acknowledgment of first reading is passed shall be promptly recorded within the document.
- D. At a subsequent regular meeting, at least two weeks and less than eight weeks after the first reading, 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 of the whole Board, the process for that policy is ended.

However, if appropriate, further consideration of the policy may be tabled to a specific date.

- E. Immediately upon approval, policies/revisions/deletions shall become effective. Policies deleted and changed shall be recalled. Policies approved shall have the approval date promptly recorded within the document and shall be disseminated as quickly as practical. The Superintendent/designee shall ensure that all policy manuals and other utilized modes of dissemination (such as electronic publication) are kept up-to-date.

Legal Reference: 26 MRSA § 965(1)(C)

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

First Reading: March 5<sup>th</sup>, 2009

Adopted: April 2<sup>nd</sup>, 2009