

SCHOOL BOARD POLICY PROCESS

A basic responsibility of the Board is to set policy for the school district. The board will do this through written policies maintained in a policy manual accessible to all. The Board will develop, maintain and revise policies as necessary to comply with state and federal laws and regulations and to insure the orderly running of the school district.

Recommendations for revisions and new policies will be coordinated through the Superintendent and the Board's Policy Committee.

New policies or changes to existing policies will be submitted to the Board at a regular Board Meeting. Comments from the public and Board members are accepted. If substantial changes are made at the first reading, the Board makes a decision on whether or not to send it back for another first reading. If the changes are not substantial, the Board can accept the policy on the first reading and refer it to the next Regular Board Meeting for the second reading and final approval.

New policies or changes to existing policies require an affirmative vote of two-thirds of the Board Members present.

Under circumstances determined by the Superintendent and the Board to be an emergency, a policy can be submitted to the Board and adopted in the same session.

When the proposed revision does not change the intent of the policy or when the content of such policy is dictated by state or federal statute, the Superintendent and Policy Committee may submit such policy directly to the Board for immediate adoption without going to a second reading.

Upon adoption of a new or revised policy it will be distributed by the Central Office to all holders of policy books and will be posted to the MSAD #40 Online Policy Manual (<http://shakespeare.mvhs.sad40.k12.me.us/POLICY/index.html>).

Affected district procedures will be reviewed for conformance and revised as required.