

POLICY ADOPTION AND DISSEMINATION  
**WITHDRAW POLICY SECOND READING - MAY 18, 2022**

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

The policy manual is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and to persons in the community insofar as conveniently possible. Manuals will be available for inspection at the Superintendent's office, each Principal's office, each school library and the town library. Copies will be given to each Board member.

All policy manuals shall remain the property of the School District and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the Superintendent.

POLICY ADOPTION AND DISSEMINATION

(continued)

All new or revised policies relevant to the professional staff shall be reviewed and disseminated by an administrator at the next scheduled teachers' meeting.

It is the responsibility of the principal/supervisor, at the beginning of each school year, to inform all district employees of the location of school district policy manuals.

Employees shall make themselves knowledgeable of the school district policies.

The Superintendent is responsible for ensuring an annual update of all manuals.

Adopted: May 5, 1971

R/R: 8/24/78, 9/21/78, 4/21/88, 8/20/98

Revised: June 6, 2002