

## **FORMATION OF POLICIES**

### A. Definition of Policies

Policy is a settled course of action formally adopted by a majority vote of the Chariho Regional School District Committee.

### B. Purpose of Policies

Policies are derived from the District's mission and goals, and state and federal regulation, and express the specific direction of the Chariho Regional School District Committee. Policies provide the school community with clear guidance and ensure the smooth and efficient operation of the schools.

### C. Procedures for Adoption and Change of Policies

Only those policies formally adopted by vote of the Chariho Regional School District Committee and recorded in the Chariho Regional School District Committee Policy Manual shall be regarded as official policy. The Superintendent shall distribute newly adopted policies to School Committee members and shall maintain an electronic policy manual on the District website, as well as a paper Policy Manual in the Office of the Superintendent. The manuals shall remain the property of the Chariho Regional School District.

Policies, or revisions to policies, may be proposed by any member of the School Committee, by the Superintendent, by any member of the staff via the Superintendent, or by any citizen of the district via a School Committee member. The proposed revision or new policy shall be placed on the regular agenda of the School Committee within thirty (30) days.

#### New Policies

1. The School Committee may discuss, vote to modify or reject, and/or approve a policy as a first reading.
2. At its next regular meeting, the School Committee may discuss, vote to modify or reject, and/or approve a policy as a second reading.
3. The first and second readings shall require an affirmative vote of the majority of the School Committee and the resulting policy will then become part of the official policy manual of the Chariho Regional School District Committee.

#### Delete/Revise Policies

The School Committee may discuss, vote to modify or reject, and/or approve a policy as presented. Upon an affirmative vote of the majority of the School Committee, the resulting policy will become part of the official policy manual of the Chariho Regional School District Committee.

#### D. Exceptions to Policies

It is the intent of the School Committee that policies shall be followed without exception under ordinary circumstances. Any substantial exception to a policy will be permitted only by specific vote of a majority of the School Committee; the Superintendent may authorize, after consultation with the Chair, minor adjustments to policy as required by unique circumstances.

#### E. Availability of Policies to the Public

Policies of the School Committee shall be identified by a short title, descriptive of the subject matter. The official policy manual shall be made available to the public on the District website and a paper copy shall be maintained in the Office of the Superintendent.

#### F. Administration

The Chariho Regional School District Committee's primary functions are the development and approval of official policies and the exercise of general supervision of the public schools. Implementation of official policy is an administrative function to be performed by the Superintendent, who shall be held responsible for the effective administration and supervision of the school system.

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