

NEW AND REVISED POLICY

(Approved by the Board of Trustees 2018.11.14)

Purpose

This policy sets forth guidelines and directions related to the discussion and approval of new policies and revisions to existing policies.

Introduction

The basic process for introducing, discussing and ultimately approving both new and revised policies consists of a "three reading" approach; each such new and revised policy is placed on the Board of Trustees agenda three times. The process is detailed below.

First Reading

- The first reading presents the initial draft of the new or revised policy. It is informational in nature and is agendaized under the **Information/Discussion Items** section of the agenda.
- The primary purpose of the first reading is to allow Board members to review new and revised policies well in advance of voting on them and to afford faculty and parent representatives an opportunity to submit such policies to their constituencies for comment.
- Comments should be submitted in writing to the Board at least two weeks in advance of the next Board meeting. Such comments will be considered for possible inclusion.

Second Reading

- The second reading presents a second draft and is agendaized under the **Discussion/Action Items** section of the agenda.
- A summary of comments received is included with the draft.
- If no comments are received from outside parties prior to this second reading, the third reading may be omitted by agreement of the Board and the policy then may be considered for adoption.

Third Reading

- The third reading presents a final draft and is agendaized under the **Consent Agenda** section of the agenda.
- A summary of comments received is included with the draft.
- At this point, the policy is considered for adoption.



Policy Review

All approved policies are reviewed periodically. The purpose of these reviews is threefold:

- To ensure that policies and current practice are aligned
- To confirm that policies comply with current district policies and state law
- To consider comments and suggestions that have been made since the last periodic review

This policy supersedes all previous policies related to new and revised policies.