

I. Mission, Legal Structure, and System of Governance

C. Bylaws

7. Policy Procedure and Regulations

POLICY PROCESS

Among the powers and duties of school committees is the responsibility to develop education policies to meet the needs of the community. The goal of these policies is to ensure that each learner receives an education of the highest quality in a positive environment with caring, dedicated, and effective teaching and administrative staff.

Policies are principles adopted by the school committee to chart a course of action. Written policy is the means by which the school committee informs the community of these principles.

Adopted policies serve as a guide for the administration and help to promote common understanding and uniformity in the basic procedures and operations for all district personnel. Within the context of current law, the School Department shall be guided by the adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Effective policies:

- Clarify the operation of the school system
- Create understanding and good will
- Give clear and coherent direction
- Facilitate control and efficiency

POLICY DEVELOPMENT & ANALYSIS

Proposals regarding School District policies and operations may originate at any of several sources: citizens, school board, school administrators and professional employees. Action on such proposals, whatever their source, is taken finally by the School Committee, in accordance with its bylaws. The Committee shall take action on all matters upon the basis of recommendations presented to it by the Superintendent. The Superintendent bases his/her recommendations upon the outcome of study, the judgment of the professional staff and study committees. Public comment shall be invited on all new policy and policy amendments via oral, written, and/or electronic formats.

All policy development shall require an analysis that includes:

- Clear identification of the problem, issue, or need for new policy or policy amendment;
- Relevant data to support new policy or policy amendment as appropriate;
- Information and input from multiple sources within the school district and community at-large;
- Statement of financial implications (if appropriate);

I.C.7. Policy Procedure and Regulations (continued)

- Alignment with district's stated philosophy, mission, and goals;
- Coherence with state and federal law, local and district policies and regulations.

POLICY REVIEW

The policy review process shall be based on guiding questions:

- Did we do what we said we would do?
- Did it work?
- How do we know?
- What is the evidence?
- If it did not work, what should be changed?

A policy review shall be considered with the introduction of new programs and/or revisions to established programs.

All new and revised policies shall include a monitoring and evaluation schedule as appropriate for policy review. In general, policies should be in place for one year before considering revisions.

POLICY ADOPTION

A new policy or a policy amendment shall be considered at three separate meetings before adoption. Official school committee action may be taken at the third meeting.

At the first meeting, the Superintendent will inform the Committee of the policy or policies to be reviewed in the next month. Subcommittee work takes place after this initial discussion to create the first reading of the policy. School Committee, staff, and community input provides additional information for the second reading of the policy.

Unless otherwise specified, a new policy or policy amendment will be effective upon the date of adoption by the school committee and will supersede all previous policies in that area. Unless otherwise specified, the repeal of a policy will be effective on the date the school committee takes such action.

POLICY DISTRIBUTION

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies and regulations of the public schools. Accessibility will extend at least to students, to all school employees, to members of the School Committee, and to persons in the community.

I.C.7. Policy Procedure and Regulations (continued)

All employees are expected to know and observe the school policies and regulations contained in this manual. Each school will be furnished a copy of the school district policy manual. The Superintendent will arrange for school employees to be informed of new policies and revision of existing policies.

Dissemination:

- Policy manuals will remain the property of the Narragansett School Committee and will 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 for updating.
- The School Committee’s policy manual will be considered a public record and will be open for inspection at the Administration Office.

Copies of approved policies will be distributed to:

- Each School Committee member
- Each building principal
- Each Central Office Administrator
- The school attorney
- Each school library
- Town library

Reference: Title 16-2-32 of the General Laws of Rhode Island

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Narragansett School System
Narragansett, Rhode Island