

**Belmont - 8013**  
**MASC - BG**  
**Policy Development and Adoption**

The School Committee is solely responsible for developing or changing the policies of the Belmont Public Schools to reflect the district's vision and goals and to provide guidelines for School Committee action and administrative decisions. These policies shall comply with all applicable state and federal laws and regulations.

Adoption and Amendment

The Superintendent or designee shall present drafts or suggestions for new policy and policy revisions when changes in law occur or when specific needs arise. All drafts must be distributed to School Committee members in writing and placed on the agenda for a regular meeting for first reading and discussion. Comments from the Superintendent and reports of any advisory committee established to review or comment on the proposal shall be considered.

Prior to adoption, policies shall normally be given two readings by the School Committee. At its second reading, the policy may be adopted by a majority vote of all members of the School Committee. The School Committee may waive the second reading or may require additional readings.

Policies will be effective on the date determined by the School Committee, which will be set to ensure that those affected have sufficient time to become familiar with them prior to implementation.

Review and Evaluation

The School Committee will conduct periodic reviews of its policies to keep them up to date. The School Committee may utilize the expertise of external providers for unique reviews of policy. The Superintendent shall inform the School Committee of any policies that are out of date or appear to need revision for other reasons.

Dissemination

A copy of the Belmont Public Schools policy manual will be provided to each School Committee member and will be available in the Superintendent's office and website, and in the main office and website of each school building. All copies of the manual remain the property of the Belmont School Committee and are subject to recall at any time.

The Superintendent, or designee, is responsible for preserving and making accessible the policies adopted by the School Committee and any procedures developed to implement them.

### Suspension

The operation of any provision of Belmont Public School policy not established by law or contract may be temporarily suspended, for a specified purpose and for a specified time, by a majority vote of School Committee members present at any official meeting. Any action to suspend policy must be reviewed at the next regularly scheduled meeting.

The Superintendent may suspend all or part of any policy or administrative procedure when it conflicts with state or federal law or regulations. The Superintendent will report the suspension to the School Committee. Suspension shall be valid until the policy or procedure is rescinded, amended or reaffirmed.

#### LEGAL REFERENCES:

M.G.L. c. 71:37, 37H

#### CROSS REFERENCES:

CHB School Committee Review of Regulations