

Dissemination of Policy Manual Information

The Policy Manual is to be shelved in the Media Center of each school as part of the Professional Collection. It is not to be circulated outside of the Media Center.

Anyone wishing to use the Policy Manual in the Media Center must sign a card at the circulation desk.

A photo copy of any section of the Policy Manual may be obtained upon request of the Media Specialist. Only the Media Specialist may make the photo copy.

16-2-32 POLICY MANUAL FOR SCHOOL COMMITTEE (Effective January 30, 1979) - All school committees in the state of Rhode Island will have a policy manual not later than January 30, 1979. The policy manual will have all school committee policies in writing, properly indexed and kept up to date. Such policy manuals will be a source used to govern each school system. At least one (1) policy manual will be available for public reference at each administrative building and public library.

## POLICIES

### POLICY ADOPTION AND/OR MODIFICATION PROCEDURES

Proposals for new policies or modifications in existing policies may be initiated by any School Committee Member, employee of the School Department, student, or any resident of the Town of Cumberland. It shall be the policy of the Cumberland School Committee to encourage participation of any members of the aforementioned group in the policy-making process of the School District.

The procedures listed below will be followed in writing, modifying, adoption, and implementing Cumberland School Department Policy.

1. The need for a policy emerges when a problem, issue, or need is determined.
2. Upon the determination of a problem, issue or need, a study should be conducted.
3. Recommendations should be made concerning the problem, issue or need, in respect to an approach to solving the problem indicated.
4. A discussion, a debate, and a decision should take place on how to handle the problem, issue or need.
5. The School Committee should take a preliminary action concerning the problem, issue or need, and request that a policy be drafted.
6. An able writer should draft the proposed policy statement and, if necessary, rules and regulations concerning the implementation of the policy.
7. Staff and the public should receive notice through announcement at a School Committee meeting of the formulation of the new policy.
8. Final School Committee action should be taken after any revisions made as a result of the above steps. If necessary, the rules and regulations concerning the implementation of the policy should be revised to conform with the new policy as adopted.

9. The new policy and its rules and regulations for implementation should then be disseminated.
10. Evaluation of new policies should be made to the School Committee from time to time, and policies should be revised if they prove to be untenable or not workable.

The time element involved would be a minimum of six weeks between step one and step nine.

## DEVELOPMENT OF FUTURE POLICIES

### OFFICIAL POLICY FORMULATOR

To assure consistency of style and allow the writer to develop appropriate statements and declarations according to the specific topic at hand, the School Committee has designated one individual as Chief Policy Formulator.

Qualifications of the individual shall be: knowledge of the language, facility in writing, sufficient time to allow for the orderly development of policy content.

The Policy Formulator shall have full access to School Committee minutes and records and shall possess a thorough knowledge of the intricacies of the entire school department. In addition, a close and cooperative contact with the Superintendent of Schools is mandatory. Knowledge of the types of problems school administrators must face on a daily basis should be understood by the Policy Formulator.

Finally, this individual must attend all School Committee meetings, both formal and informal (work sessions) so that an accurate representation of the thoughts and ideas promulgated at the meetings is reflected in the written policy.

A Policy Editorial Committee will review policy drafts and recommend final approval for School Committee review.

school district so that a constant up-dating of the existing POLICY MANUAL.

That procedure will take the following form:

1. The proposals for new policies or modifications in existing policies may be initiated by any School Committee Member, employee of the School Department, or a resident of the Town or a student. These new policies and/or modifications of existing policies may be submitted either by an individual or a group of individuals within the Town who have a concern relative to a particular School Department matter.
2. The written concept or idea relative to a policy is then submitted to an official Policy Formulator. The Formulator will develop the concept into the appropriate language to reflect the concerns of the group for that specific policy. The Formulator will then resubmit his/her draft of the proposed policy to the originators for their review and return the developed draft to the Policy Formulator indicating approval or a suggestion for a second or third draft as needed.
3. The Policy Formulator will submit, once there has been a consensus between the Formulator and the interested group or individual that have submitted the policy modification and/or new policy, for action by the Cumberland School Committee. There will be two readings of the proposed policy by the School Committee for purposes for providing opportunities for the Committee to study as well as the general public to react to the proposed policy modification or the adoption of a new policy.
4. Following the second reading, the Cumberland School Committee will formally act on the policy either voting to approve or to reject.
5. Predicated on the assumption that the policy is approved by the School Committee, it will be then disseminated to each building through the Media-Center Specialist (Librarian) located in each building.
6. It is then the responsibility of the Media Specialist (Librarian) to assure that the new policy is appropriately inserted into the existing POLICY MANUAL within that Media-Center as well as the POLICY MANUAL existing in that specific building's administrative office.

In the event that the policy replaces an old policy, or is a modification of an existing policy, it will further be the responsibility of the Media-Specialist (Librarian), to remove policies that have been superceded by the addition of most current adopted Cumberland School Committee Policy. Thus, assuring at all times, the POLICY MANUAL will be as operative as can reasonably be expected in each of the school buildings in the Town of Cumberland.

TOWN OF CUMBERLAND SCHOOL DEPARTMENT

POLICY MANUAL

Please indicate below, your suggestions for possible revisions, modifications and/or additions to the Policy Man

SECTION DESIGNATION	CLASSIFICATION	TITLE	PAGE NO. CLASSIFI- CATION	PAGE

Your Name \_\_\_\_\_ Title/Position \_\_\_\_\_  
School \_\_\_\_\_ Date \_\_\_\_\_

Please submit your suggestions to Mr. Robert G. McGinnis,  
Acting Superintendent of Schools - School Administration  
Building, 1512 Mendon Road, Cumberland, Rhode Island 02864