

Policy Review Process

The School Committee has a goal of reviewing 20% of existing policies on an annual basis. With this effort, policies should be reviewed every five years. Currently we are still “catching up” by reviewing policies older than five years. At any point in time a School Committee Member or a member of the Administrative Team can suggest adding a policy. All policies will have at least two readings before being voted on by the Committee.

In order to help facilitate the review process, each policy will be assigned to a certain member of the SC. This member is responsible for moving the policy through the review process. Below are suggested steps to follow:

- Superintendent’s Administrative Assistant will send the current policy in a Word Document to you for review.
- Read the current policy and gauge whether this policy is still relevant, needs modification, or might not be needed any longer. Policies should be:
 - Statement of Values
 - Provide guidance to help simplify decisions (someone might not know what to do)
 - Most policies/procedures are part of the law, but we can have a policy if we want to change or add to the state law
- Determine if edits are needed. You can do this by:
 - Viewing the MASC website – Online Policy Reference Manual – suggested wording for policies as well as a search tool for Online Policy Manuals for towns within Massachusetts.
 - Speaking with individuals from the Administrative Team to get background information and suggestions on modifications
- Edit Word Document in “Track Changes Mode” and send back to Superintendent’s Administrative Assistant for inclusion in the next SC Packet.
- At SC Meeting, introduce the policy and any information you feel would be important for the group to hear. Go over any suggested changes and/or recommendations.
- Edit the revised policy if needed to prepare for second reading and vote.