

## Basics of Policy Review





# Not everything that is required, is required to be in policy!

### **Policy**

Administrative regulations
Internal Handbooks procedures

## What is Policy?

- A <u>guideline</u> adopted by the Committee to chart a <u>course of action</u>
- Broad enough to allow administrative discretion; specific enough to give clear guidance
- Policy is the what and the why



## **Outdated Manual**





## Get organized



## **NEPN (National Education Policy Network)**

- NEPN CODES
- A Foundations and Basic Commitments
- B School Committee Governance & Operations
- C School District Administration
- D Fiscal Management
- E Support Services
- F Facilities Planning & Development
- G Personnel
- H Negotiations
- I Instruction
- J Students
- K School, Community, & Home Relations
- L- Education Agency Relations



#### AC Nondiscrimination/Equal Opportunity/Human Relations

- **ACA** Nondiscrimination on the Basis of Sex
- ACB Nondiscrimination on the Basis of Ethnicity and Race
- **ACC** Nondiscrimination on the Basis of Age
- ACD Nondiscrimination on the Basis of Religion
- ACE Nondiscrimination on the Basis of Handicap/Disability
- **ACF** Interpersonal/Human Relations
- **ACG** Resolution of Discrimination Complaints
- AD Educational Philosophy/School District Mission
- **ADA** School District Goals and Objectives
- **ADB** Drug-Free Schools
- **ADC** Tobacco-Free Schools
- **ADD** Safe Schools
- **ADE** Effective Schools
- **ADF** School Wellness
- **ADFA** Coordinated School Health Program
- **AE Accountability/Commitment to Achievement**



policies

# When Reviewing Current Policy ASK:

- Is it legal?
- Does it reflect current practice?
- Is it working? If not, what needs to be changed?
- Do we need it? Don't be afraid of repealing policies that are no longer relevant. (Sometimes "less is more")



#### **Policies Under Review**

## When Reviewing Policy Check These:

- Policy Manual
- Collective Bargaining Agreements/Contracts
- Parent/Student Handbooks
- Staff/Employee Handbooks
- Budget document



## Manual Maintenance

- Policy Updates
- State Regulation Changes
- State and Federal Law Changes
- Court Rulings
- Student and Faculty Handbook Changes
  - Ask the question

## **MASC Policy Services Overview**

Policy Reference Manual - online, searchable paper copy available for a fee



Subscription Services (dues)

Policy Update newsletter

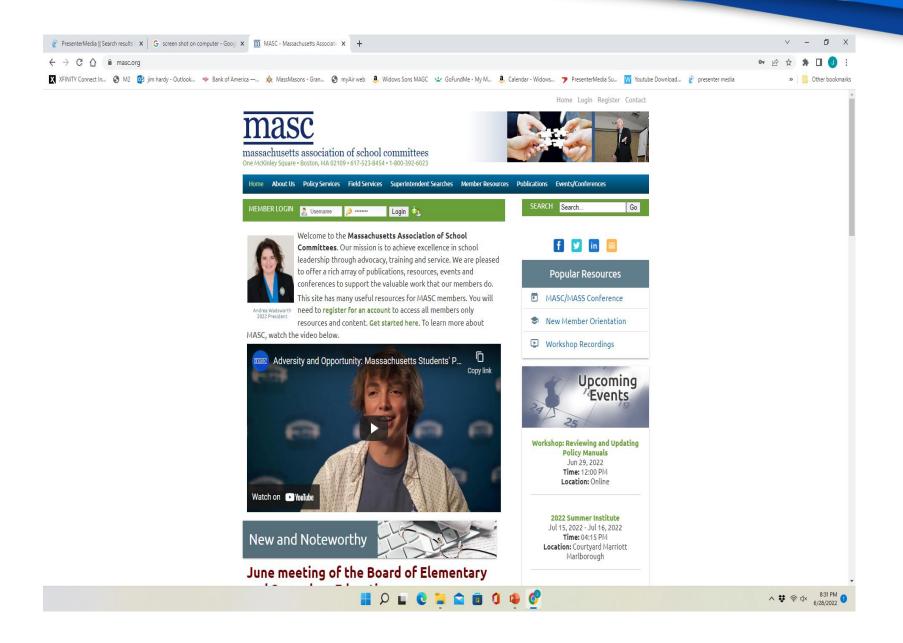
Manual maintenance (online)
Individual Policy guidance

Contract Policy Review Service (Fee)

Policy 21 Online Policy Service (Fee)

Online Policy Review Service (Fee)





## We Can Help

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