

# Basics of Policy Review



For the Brookline School Committee



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

# Policy



# What is Policy?

- A guideline adopted by the Committee to chart a course of action
- 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# Outdated Manual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**





# 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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