

DEVELOPMENT OF POLICIES

R7301a

In an effort to keep its written policies aligned with the needs of the community and the requirements of state and federal mandates, the School Committee will engage in an ongoing process of policy development, evaluation, and revision. It is recognized that the opinion and input of those responsible for and affected by policy implementation is an integral part of this process.

Within this process the Superintendent is responsible for:

- Identifying and communicating to the School Committee any legal, contractual or other considerations related to the implementation of proposed or existing policy
- Development of corresponding regulations
- Obtaining the opinion and input of school personnel, students, parents and others impacted by proposed or existing policy
- Dissemination and upkeep of policy books for public, employees and School Committee

. . . the School Committee is responsible for:

- Ensuring and overseeing an ongoing policy development process
- Establishment and adherence to annual and 5-year policy review schedules
- Obtaining the opinion and input of those responsible for and affected by policy implementation
- Final decisions on all policy adoptions, modifications and repeals

. . . the School Committee or its designee is responsible for:

- Tracking the progress of policy development as set forth in regulations and the annual schedule
- Compiling all correspondence, feedback, and other information, including Subcommittee meeting minutes, into written form
- Submitting all materials to the full School Committee in regular reports
- Crafting policy with wording that is true to the decisions and intent of the School Committee

. . . the public, members of the School Committee and employees of the Westford Public Schools are responsible for:

- Keeping themselves informed of existing policy and implementations
- Asking for clarification or information as needed
- Submitting proposals for new policy or changes to existing policy
- Providing input throughout the policy development process