

Policies are principles adopted by the School Committee to chart a vision for the Westford Public Schools. The formulation and adoption of these written policies will constitute the basic method by which the School Committee will help foster the successful and efficient functioning of the school system. These policies should broadly serve as guidance for the discretionary action of the administration in meeting day-to-day problems, yet be specific enough to give clear direction for the district as a whole. The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

The School Committee shall maintain a policy subcommittee for the purpose of managing the School Committee's policies on an ongoing basis. The Policy Subcommittee shall be comprised of three members of the School Committee. They will be appointed by the Chair at the School Committee's annual organizational meeting for a period of one year. Policy Subcommittee meetings are subject to the provisions of the Open Meeting Law.

Proposals for new policies, or changes to existing policies, may be initiated in writing by any School Committee member, by the Superintendent, or by any individual or group of Westford citizens, students or school employees. The policy proposals so initiated shall be referred to the Policy Subcommittee and the Superintendent for detailed study prior to School Committee discussion of the proposal.

The Policy Subcommittee may also develop new or revised policies based on legal mandates from the state or federal government. The Superintendent may also notify the subcommittee of the potential need for any such changes.

The Policy Subcommittee shall be responsible for drafting School Committee policy recommendations into acceptable written form for further deliberation and/or action by the Committee.

The Policy Subcommittee should seek and consider input from affected parties when policy changes are being considered. For example, when School Committee policies relate to educational planning or student conduct, the Policy Subcommittee may seek to involve students of appropriate age in policy development. Similarly, all proposed changes to policy shall be submitted to the Superintendent for review and comment prior to submission to the full School Committee. The Superintendent may consult any appropriate parties, including administration and/or other school personnel, for their input on the proposed policy changes. The Superintendent should respond within a mutually agreed upon timeframe and shall seek to resolve any differences with the Policy Subcommittee prior to presentation to the full School Committee.

The Policy Subcommittee or the Superintendent shall seek legal counsel when there may be a question of legality or proper legal procedure in the development of a proposed policy.

## **DEVELOPMENT OF POLICIES**

**P7301**

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### Massachusetts General Law References:

M.G.L. 30A:18-25 – Open Meeting Law

M.G.L. 71:37 – School Committee; Powers and Duties

### Westford Public Schools Policy References:

P7107 – Organizational Meeting

P7209 – Subcommittees and Advisory Committees

### Massachusetts Association of School Committee References:

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Policy Adopted: April 9, 2001

Policy Revised: March 26, 2018

**WESTFORD PUBLIC SCHOOLS**

Westford, Massachusetts