

POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the committee will review its policies on a regular basis.

Policies shall be reviewed continually by a subcommittee of Arlington School Committee members functioning under rules to be established by the School Committee at that time. The subcommittee shall undertake a three-year, section by section review of the Policy Manual and make recommendations for policy modifications as needed to the full committee. The three-year review shall encompass the entire policy manual in sequential order beginning with Section A and concluding with the last section of the manual. By June 1st of each year, the subcommittee shall report to the full committee the sections of the manual that it intends to examine during the next twelve months. If directed by the full committee, the subcommittee shall review all or part of a policy section according to a timeline set by the full committee.

The policies and procedures subcommittee shall present recommendations to the School Committee for policy development or amendment as prescribed within these policies and procedures.

The committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

One circumstance which may lead to review or revision of policy is when an individual takes issue with a decision reached under provisions of a specific policy. While the decision itself is not subject to appeal unless the policy specifically provides for such appeal, the policy itself may be appealed to the School Committee. The Committee may then consider revising the policy.

The Superintendent is given the continuing commission of calling to the committee's attention all policies that are out of date or for other reason appear to need revision.

The School Committee directs the Administrative Secretary to periodically recall all policy and regulations manuals for administrative updating and committee review.

Cross Ref: **BGCA Policy Appeal Process**
 APS Policy Manual Introductory Page

Revised: **March 9, 2004**