



## **Region-Wide Policy Review Process**

**1. Goal** - To create a more efficient process for policy review while respecting the individual needs for each school in Region 1.

### **2. Plan**

a. Create a Policy Review Committee (Committee) consisting of the following representatives:

- i. 1-2 representatives from each BOE (1 + alternate?)
- ii. 4 administrators
  1. HVRHS - 1
  2. Pre-k-8 - 3
- iii. Assistant Superintendents
- iv. Superintendent
- v. Region 1 Executive Assistant

The committee will review the new/updated policies issued by CAFE each year and create an approved policy that is “first read-ready” for all BOEs.

b. Schedule for policy review

- i. 2021-2022
- ii. January 2022
  1. First read completed by all BOEs by end of February.
  2. Second read in March.
    - a. [Policy 0200 - Goals](#) - Required
    - b. [Policy 1110.1 – Communications with the Public](#) - Required
    - c. [Policy 3542.43 – Food Service Charging Policy](#) - Required
    - d. [Policy 4118.44 - Nondiscrimination](#)
    - e. [Policy 5113.2 - Truancy](#) - Required
    - f. [Policy 5113 – Attendance/Excuses/Dismissal](#) - Required
    - g. [Policy 6146.11 – Grade Weighting/Class Ranking](#) - Required
    - h. [Policy 6159 – Individualized Education Program/Special Education Program](#) - Required
- iii. February 2022
  1. First read completed by end of March
  2. Second read in April
    - a. [Policy 5141.3 – Health Assessments and Immunizations](#) - Not Required, but recommended
    - b. [Policy 4131 – Staff Development](#) - Not required but recommended

- c. [Policy 6172.6 – Distance Education](#) - Not Required, but recommended
  - d. [Policy 4135.141 – Union/Association Access to District Employees](#) - Not Required
  - e. [Policy 4218.12 – Freedom of Speech](#) - Not Required
  - f. [Policy 5112 – Ages of Attendance](#) - Not Required
  - g. [Policy 5141 – Student Health Services](#) - Not Required
- iv. March 2022
- 1. First read completed by end of April
  - 2. Second read completed in May
    - a. [Policy 4118.114 – Pregnant Women in the Workplace/Lactation -Accommodation](#) - Not Required
    - b. [Policy 0500.1 – Comprehensive Improvement Plans/Schedules](#) - Not Required
    - c. [Policy 6112 – School Day](#) - Not Required
    - d. [Policy 6171.2 – Preschool Special Education](#) - Not Required
    - e. [Policy 9030.1 – Commitment to Democratic Principles in Relation to Community, Staff, Students](#) - Not Required
- c. Process
- i. Prior to each meeting
    - 1. The Executive Assistant will ensure that policies are formatted properly
    - 2. The Superintendent and Executive Assistant will review policies and make standard language changes (in red-line format)
      - a. Non-binary
      - b. School/District names
      - c. Superintendent/Principal adjustment
    - 3. Policies will be distributed to the Committee two weeks prior to each scheduled meeting. Committee members can send questions that can be answered prior to the meeting.
    - 4. The Superintendent will review policies and check with CAFE or the attorney with any preliminary questions.
  - ii. At the meeting
    - 1. Review the policies as noted on the agenda
    - 2. Send completed policies to BOEs for first read
    - 3. Table policies that need additional research for next meeting

[Policy 4252.62 – Personal Leaves/Family and Medical Leave Act](#) - Not Applicable