



## FRAMINGHAM SCHOOL COMMITTEE

### POLICY SUBCOMMITTEE

### POLICY PROCESS REFERENCE

#### Online Policy Manual

MASC's Policy Service hosts an online policy manual for the Framingham Public Schools (and over 60 other districts) through a web-based service called Policy Twenty-One. Additionally, the Policy Twenty-One site includes a "reference" policy manual which is maintained by MASC.

- Policy Twenty-One: <https://www.masc.org/policy-services/online-manuals>
- MASC Reference Manual: <http://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=masterset>
- FPS Policy Manual: <http://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=framinghamset>

#### Policy Workflow

Please refer to the document "Policy Development and Review Process" for a visual depiction of the policy workflow.

#### How to Initiate a Review of One or More Policies

To initiate a review of one or more policies, contact the School Committee Chair so that the referral can be added to an upcoming agenda. Then, send a synopsis of why you want the policies reviewed to the Policy Subcommittee Chair. This way, the information can be added to the meeting packets and all School Committee members can review the background materials ahead of time.

#### How to Recommend Specific Changes to a Policy

To recommend specific language changes to a policy:

1. Copy the text of the policy from [our online policy manual](#) to a new Google Doc.
2. To suggest specific changes, [switch from Editing to Suggesting mode](#) and make the proposed changes.
3. Send the Google Doc with the proposed revisions to the Policy Subcommittee Chair.