

How Policies Are Updated and Adopted at RFH

1. RFH subscribes to the legal services of Strauss Esmay LLC whose sole function is to alert the district to all changes in New Jersey law (18A: 6A). Changes to law cause an automatic change to policy and regulation.
2. Superintendent reviews all changes to policy and regulations by Strauss Esmay LLC upon receipt. If necessary, superintendent and administration further review policies and make appropriate recommendations to the BOE Policy Committee.
3. Policy Committee meeting is held to discuss and review all updates and periodic changes to policies, regulations and bylaws.
4. When the Policy Committee is satisfied with changes noted, 1st reading is presented to the full RFH BOE.
5. Within 30 days a 2nd reading will take place by the BOE and the new / updated policies, regulations, bylaws will receive board approval.
6. The new or updated policies, once approved, are added to the online RFH policy manual.
7. Responsibility for updating the policy manual is assigned to the Superintendent of Schools or designee.