The intent of this document is to share a process school and district leaders can use to engage in reflections on policy that can support proficiency-based learning practices. The process may include teachers, community members, students and other interested stakeholders. This process is not intended to supplant a district or supervisory union’s existing process for drafting, reading, and allowing for public comment on policies, but rather is a way to enhance existing practices through engagement and dialogue.

A sample checklist of policies and some sample policies can be found here.

Process 1: Refining Existing Policy

1. **Review existing policy and sample policies.**
   - Participants examine the existing policy and samples of school/district policies for proficiency-based learning.
   - Participants should make note of how the samples are similar to and different from their current policies.

2. **Current Support**
   - Participants discuss what elements of the current policy support proficiency-based learning.

3. **Changes to Policy**
   - Participants discuss how specific changes to the policy might support proficiency-based learning.

4. **Identify Process**
   - Participants should review practices for revising policy and specify a timeline for refinement.

Process 2: Developing Policy

1. **Review sample policy.**
   - Participants examine samples of school/district policies for proficiency-based learning.

2. **Identify how policy might support improved practice and student learning.**
   - Open discussion of how a new policy would support teachers and students.

3. **Challenges**
   - Identify potential challenges or drawbacks to implementing a new policy.

4. **Identify Process**
   - Participants should review practices for revising policy and specify a timeline for refinement.