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| **Rationale for a Policy** |  |
| * Why do we need a policy?
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| * What has happened (or might happen) that requires a policy?
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| * How will things be better if we have a policy?
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| * What are the implications of establishing a policy? For example: legal, management, logistics, etc.
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| **Developing the Policy** |  |
| * What information from what sources will be helpful to create the policy?
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| * Where can we find samples of such a policy that might inform our decision-making?
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| * When will the board discuss the situation briefly, prior to anyone drafting a policy?
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| * Is there a particular committee that will discuss the policy development process prior to recommending to the board? If yes, which committee and why?
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| * Who will actually draft the policy, following Board and committee discussion? (Note: typically staff drafts policy.)
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| * How will we implement the policy?
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| * + Does this add value to our work?
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| * + Are there procedures in place to make the policy useful?
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| * + Is implementation articulated, as necessary, within the policy
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| **Recommending the Proposed Policy to the Board for Action** |  |
| * Present a written document as part of the advance material submitted to the board prior to the board meeting. Use a coversheet to provide the history and rationale.
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| * Remember that the language in a policy is binding. Make sure you are using clear, concise, and accurate language.
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| * You may wish to have your attorney review the policy prior to presentation to the board.
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| **Implementing the Policy** |  |
| * How will we communicate the policy so that those whom it affects will understand it?
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| * What is our process for reviewing and updating policies as necessary?
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| * Remember to maintain a formal policy manual for your school.
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| * Your policy manual will include such topics as: finance, personnel, governance, discipline and grievance, due diligence and state accountability, etc.
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| * Stipulate the board adoption date on each policy. Include edit dates also.
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| * Attach to each policy statement the background material explaining the rationale and history.
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