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