

Board Success Through Good Policy Processes At Your Fingertips

Page Two



Element #7: Inform and Disseminate

Adopting a policy is not enough. It must be made known to the person affected by it. If it is a policy important to teachers, make sure that they receive a copy. If it is a policy of interest to parents, use certain means to inform them. Generally, it is up to the administrators to see that new policies will get into the hands of the person who will implement them.

Element #8: Implement

Few policies are self-starting. There has to be a push behind a policy. It is essential that policy implementation over the long haul are easily available to the persons who must enforce and abide by them. The administration has extensive responsibilities in the implementation of Board policy through the development of accompanying regulations - a process that is carried out best in tandem with the development of the policy.

Element #9: Enforce, Evaluate, Revise

Periodically, the Board may want to ask administrators how the policy and its regulations are being enforced. Are they working? Do they need revision? A Board relies on its administration for the enforcement of policy and, to a large extent, for evaluation of how new policies work out. And just as the policy development process never ends, neither can the ongoing administrative support for policy making. With this in mind, Boards are encouraged to review their policies on an ongoing basis, such that every policy is reviewed and/or revised, if necessary, every three to five years.

Regulations:

Regulations will set forth specific requirements; they may list do's and don'ts; they may include step-by-step procedures; they may assign specific responsibility. Regulations provide the details for carrying out policy and enforcing it. At times, regulations may be entirely mechanical and administrative detail; if so, the Board need not specify its content. However, many regulations will provide the crux of Board control - requirements basic to the policy. When this is so, the Board may want to outline points to be included in the regulation. The Board will review and approve the draft through a formal process.

Checklist for Policy Drafts:

1. The proposal is legally correct.
2. The proposal contains a brief statement of intent.
3. The proposal conforms with the school system's stated philosophy, goals and objectives.
4. The proposal does not conflict with other policies or regulations. If it does precipitate changes in other Board statements, these changes are included in an accompanying set of recommendations.
5. Those who will be affected by the policy have had an opportunity to react to it.
6. Several people have read the draft to make sure its meaning is clear.
7. Regulations or procedures, if needed, are presented; these are concise and easily identified.
8. The proposal deals basically with one topic.
9. The proposal is properly coded and prepared in correct format.
10. The draft has been proofread for typographical and spelling errors.