

### **Board Policy Development**

Written policies are necessary to insure that the District's operating procedures are consistent and efficient. They provide guidelines for both Board and staff action. They are the best assurance to the public that decisions are based upon established principles and not personalities.

The Board adopts the definition of policy developed by the National School Boards Association:

"Policies are principles adopted by the school board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions to school district personnel."

The development of policy as well as its implementation is a collaborating effort. It shall draw upon the views of patrons, Board members and the staff. Ordinarily, the following steps will be used in developing policy:

1. Identification of the need for a new policy or revision or rescission of an existing policy.
2. Definition of the issues.
3. Establishment of tentative positions on the issues by the board.
4. Preparation of a draft policy by the Superintendent.
5. Review and revision of the draft by the Board at a regular meeting.
6. Adoption of the policy after a second reading at the next Board meeting.
7. Distribution of the policy.

Legal Reference: WAC 18-16-240(h)

**Updated: 01-25-99**