

POLICY PREPARATION PROCEDURE

The preparation of district policy shall be guided by the following procedures:

1. Each policy will include a statement of the purpose it is intended to serve.
2. The coordinator will assemble data, including legal references, citizens' petitions and letters, and other relevant material for Board consideration. If a matter is sensitive, the coordinator will recommend a Board standing committee, or ad hoc committee of persons who might be affected, and where appropriate, the Board attorney, to study the information and give advice.
3. Each policy will indicate in a style which is easily understood, explicit, free from ambiguity and thorough in its coverage of the subject, what action the Board requires of its Chief School Administrator and Chief Business Agent.
4. Definitions of words or phrases peculiar to a policy shall be included when required.

Date: March 12, 1984

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