

**Windsor Essex Catholic District School Board  
Policy Development Project  
Elements in Policy Development**

1. **Identify need for new policy**- too often the need for new policy is sighted through the flare of crisis. It is an important responsibility to identify policy needs before trouble strikes.
2. **Assemble material required** – the board needs the facts. Administration must provide data related to needs, policy options, possible results, approaches in other jurisdictions, legal ramifications, views of those whom the policy will affect, costs, etc.
3. **Study, discuss, and agree on basic substance**- the board must have time to study the problem and background materials calmly and deliberately and to consider the alternatives. Materials must be organized, coherent, and free of jargon and clearly presented. As it sifts suggestions, discusses and debates, the board should pinpoint key issues that the policy should cover and to reach agreement on the position.
4. **Policy drafting**- once tentative agreement on content and key points is reached a draft should be assembled. It should then be disseminated to persons and groups who will be affected by the policy and those who will administer it for comment.
5. **First reading**- the draft hold be tabled for a “first reading” with an opportunity for interested parties to voice their opinions.
6. **Adoption**- once concerns (if any) have been addressed it should be brought back to the board for confirmation. The period between steps 5 & 6 gives a chance for questions, improvement and sober second reflection.
7. **Inform, disseminate**-adopting policy is not enough. It must be made known to persons affected by it.
8. **Implement**- few policies are self-starting. You have to put push behind them. Procedures need to be developed. Materials need to be made available in an organized, easily available format.
9. **Enforce, evaluate, revise**- the policy process never ends. It requires ongoing monitoring for effectiveness and fit.

Adapted from NSBA  
School Administrator’s Guide to Policy Development, and  
NSBA  
The School Board Members Guide to Policy Development