POLICY TOOLKIT

5. Policy Principles: Quick Reference Guide

Evaluation and policy review are done at almost every board meeting. Boards can use this quick review list to see if the policy aligns with the key principles for strong policy practices. Board members are encouraged to review each of the principles during the discussion to ensure that the policy is vetted thoroughly before adoption.

Note: Not every policy review requires extensive discussion. The following questions are included to support more substantive review when appropriate.

Has the board discussion considered:

Policy Principle	Criteria	Discussion Questions
Local Priorities	☐ The proposed policy aligns with local priorities.	▸ Does this policy reflect our local priorities and goals? ▸ Are the LEA's values reflected in the policy? ▸ Have we confirmed this policy is needed within our local context?
Compliance	☐ The proposed policy complies with the law, relevant regulations, and other local policies.	▸ Does this policy comply with the law? ▸ Is it consistent with our other policies and practices?
Implementation	☐ There is a clear plan for implementing the proposed policy.	▸ How will this policy be implemented? ▸ Who needs to be included in the policy implementation discussion? ▸ Are there current practices that should change in response to this new policy?
Instructional *(if applicable)*	☐ Potential instructional impacts have been considered.	▸ Does the policy have an impact on our instruction? ▸ Is the policy aligned with our other instructional goals?

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Impact	☐ Other potential impacts have been considered, including unintended consequences.	▸ What is the intended goal of this policy? ▸ Is there evidence and research that supports our impact goals? ▸ What unintended consequences might result from adopting this policy?
Resources	☐ Necessary resources for successful implementation will be in place.	▸ What resources are necessary to implement this policy?
Community Engagement	☐ The policy reflects input from relevant stakeholders, including students, families, staff and community members, and a plan has been developed to communicate it to these groups.	▸ Have we meaningfully engaged the students, families, staff, and community members most affected by this policy? ▸ What is our plan for communicating with the community about this policy once it is adopted?
Equity	☐ The proposed policy promotes equitable opportunities and outcomes for all students and considers how policies may affect students and communities differently.	▸ What resources are necessary to implement this policy? ▸ Can we review disaggregated data to better understand how specific groups are impacted? ▸ Who is most likely to benefit from this policy, and who might experience unintended barriers or negative consequences?
Data	☐ The proposed policy is informed by relevant, reliable, and timely data and the board has considered appropriate processes for monitoring implementation, evaluating effectiveness, and informing future decisions.	▸ What evidence supports the need for this policy? ▸ How will we measure whether the policy is achieving its intended outcome?