



## Policy Development

At Fiddlehead School, policies are intended to provide guidance and direction as we carry out our mission. They are supported by procedures for implementation, which are usually described in separate documents. Policies are developed and maintained by one or more Board of Directors committees in conjunction with the Executive Director and other administrators as appropriate. The Board of Directors is responsible for approving all policies. Policies are developed as follows:

1. Executive Director (ED), administration, Board, or Board committee identifies the need for policy revision or creation (though the idea may initially come from Board member, staff, parent, etc.).
2. Identifying party confirms with Board Chair and ED that policy development is warranted.
3. With ED participation or consultation at their discretion, Board committee designated by Board Chair prepares first draft of written policy.
4. ED or committee invites feedback from appropriate/interested parties; prepares second draft to present to full Board for consideration at regular monthly meeting.
5. Draft policy is presented at monthly meeting; Board reviews and discusses. If substantive revisions are not warranted after discussion, Board may approve policy with minor edits noted. If substantive revisions are warranted, ED, appropriate committee, and/or administrative staff make such revisions. Revised draft is presented at next monthly meeting for reconsideration.
6. When a new or revised policy is approved, date is noted on document; approved policy is archived in both hard and soft copy and distributed to Board members.