



Policies explanation

Because melding policy language and manual language can create the possibility of interpretation differences and the need for unnecessary update and revision, our Policy Package model suggests three separate sections that serve different purposes.

Having consistent language for principles, no matter the platform, should also lessen the need for revision and updating. The ethics manual and staff manual are where the updating should come.

Thus, our recommended model comes in three sections:

- **Policy document** designed to be across platform and to foster collaboration between staffs and convergence of coverage.
- **Ethical manual** to outline the process of professional adherence to the principles of the policy
- **Staff manual** to outline the process of professional adherence to legal and ethical principles

Although the package can exist in one document, it contains three separately enforceable sections.

All models speak of an absence of prior review for legal, ethical and educational reasons.

One of the reasons we designed this menu approach to policies is that some longer policies tend to combine legal and ethical or process guidelines by mixing policy, ethics and details. Such confusion has lead, in several instances, to misinterpretation in working with administrators to develop new policies.

We find nothing wrong with either the longer SPLC model or the SPRC one. In several cases of policy development, however, those involved felt policies that met their need were shorter and more focused. Some points could be made in other sections of a package.

It is also important to note that all policy models but the JEA model are aimed at **board of education policy** use. They are, for the most part, focused on external authority and principles while the JEA model is more specific in educational outcomes. Segments of them would be publishable as a masthead or as part of a student handbook.