

**Somerset County Board of Education
Administrative Procedures
for Policy # 100-9**

TOPIC: POLICY RUBRIC
DATE: September 16, 2008
STATUS: Draft

This is a rough draft of a rubric that should be used as each series of policies is reviewed and comes before the Central Office Team and the Board of Education for consideration.

Question	Critical	Adds Value	Unnecessary
1: Necessary How important is this policy to the effective operation of our system?			
Question	Up to Date	Adequate	No Longer Relevant
2: Current How current is this policy in language, references, and need?			
Question	Clear	Adequate	Confusing or Misleading
3: Clarity Is this policy clear in what question it answers and what directives it gives to whom?			
Question	Complete	Adequate	Incomplete
4. Completeness Does the policy cover all areas? Are the Administrative Guidelines aligned with the policy and complete?			
Question	Mandated & In Practice	Appropriately Followed	Needs Attention
5. Implementation Are we following the policy?			
OTHER:			