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## **POLICY AND POLICY DEVELOPMENT**

APPROVED: 1981.10.26

REVISED: 2001.10.30  
1983.12.20 2002.10.01  
1985.09.03 2011.11.22  
1991.03.12 2013.10.29  
1998.04.14

### ***POLICY***

The governance and management of public education that is within the jurisdiction of the school district is directed and guided by the policies of the Board of Education.

The Board has the sole authority to approve new policies, to make changes to existing policies and to rescind policies.

Administrative procedures, including appendices, are the jurisdiction of the Superintendent of Schools. They are included with policies for the purposes of transparency, clarity and ease of use.

Employees have the responsibility to implement and to adhere to the policies of the Board. Students, parent and the public have the responsibility to adhere to the policies of the Board while on school district property and/or while under school district jurisdiction.

### ***DEFINITIONS:***

**“Administrative procedures”** set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.

**“Minor updates”** are factual changes, including district information and titles of individuals, organizations or legislation, etc. that do not change the intent of the policy.

**“Policy”** is the statement of the beliefs and /or intents of the Board relative to specific topics, issues, concerns or problems as expressed through a policy statement and attendant regulations and administrative procedures (if applicable).



## POLICY AND POLICY DEVELOPMENT

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“**Preamble**” is short explanation of the reason(s) for the development of the policy.

“**References**” include, but are not limited to, responsibility centre, approval and revision dates, legal citations and other references, collective agreement provisions, district publications and cross-references to other policies.

“**Regulations**” are specific statements of actions required to ensure that the beliefs and/or intents of the policy are realized.

“**Responsibility centre**” is the administrative position responsible for the implementation of and adherence to the policy.

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Responsibility Centre: Superintendent of Schools  
References: *School Act*, Section 81, Collective agreements



POLICY AND POLICY DEVELOPMENT

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**PREAMBLE**

The responsibilities and obligations of this school district to provide educational and support services to students and to manage the schools and the school district are set out in relevant legislation such as the *School Act* and attendance regulations, Ministerial Orders and other federal, provincial and municipal legislation.

Policy statements, regulations and administrative procedures are also aspects of the Board's governmental authority.

Policies are developed as statements of principle and rules of action for the school district. Policies should govern and direct decision-making in all areas of jurisdiction.

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Approved: 1998.04.14



POLICY AND POLICY DEVELOPMENT

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**REGULATIONS:**

1. All policies must conform to a template consisting of the policy statement, definitions, a preamble, references and, if applicable, regulations, administrative procedures and appendices.
2. All policies and bylaws must be posted on the district website.
3. Suggestions for new policies or revisions to existing policies may be brought forward by employees, partner groups, the general public or trustees. Such requests, with accompanying rationale, should be submitted in writing to the chair of the Policy and Governance Committee. At the discretion of the chair, the request may be placed on an agenda of a Policy and Governance Committee meeting or may be forwarded to the appropriate standing committee or to the Superintendent of Schools.
4. When a new policy is developed, a review must be done to ensure that it is not in conflict with existing policies, legislation or collective agreements.
5. A new policy or major revisions to an existing policy must be reviewed by senior administration, by the appropriate committee of the Board, if applicable, and by the Policy and Governance Committee before being presented to the Board [in draft] for consideration.
6. Once a new policy or a major revision to an existing policy has been approved by the board for consideration, it must be distributed for a 60-day public consultation period prior to final approval by the Board. During this period, the policy must be posted on the district website and distributed to trustees, partner groups, schools and administrators in order for them to provide input. The policy may be distributed to other applicable standing committees, organizations or individuals for input at the discretion of the Superintendent of Schools or the Board.
7. The 60-day consultation period for a draft policy shall not include the summer break.
8. By separate motion, the Board may, if it deems necessary, approve a policy in principle, for implementation while the input process occurs. In these circumstances, the policy may be amended and must be approved by the Board following the conclusion of the consultation period.
9. If, after receiving input regarding a draft policy, the Board makes changes to a draft policy, the Board may seek further input before final approval of the policy.



POLICY AND POLICY DEVELOPMENT

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10. At its discretion, the Board may engage in consultation prior to approving revisions to a policy.
11. Revisions to administrative procedures that are approved by senior administration must be reported to the Board at a public meeting.
12. Minor updates to policies may be presented directly to the Board for immediate approval.
13. Policies will be reviewed by the Policy and Governance Committee on a seven-year cycle.
14. A report will be made annually to the Board regarding the status of policy development and revision.

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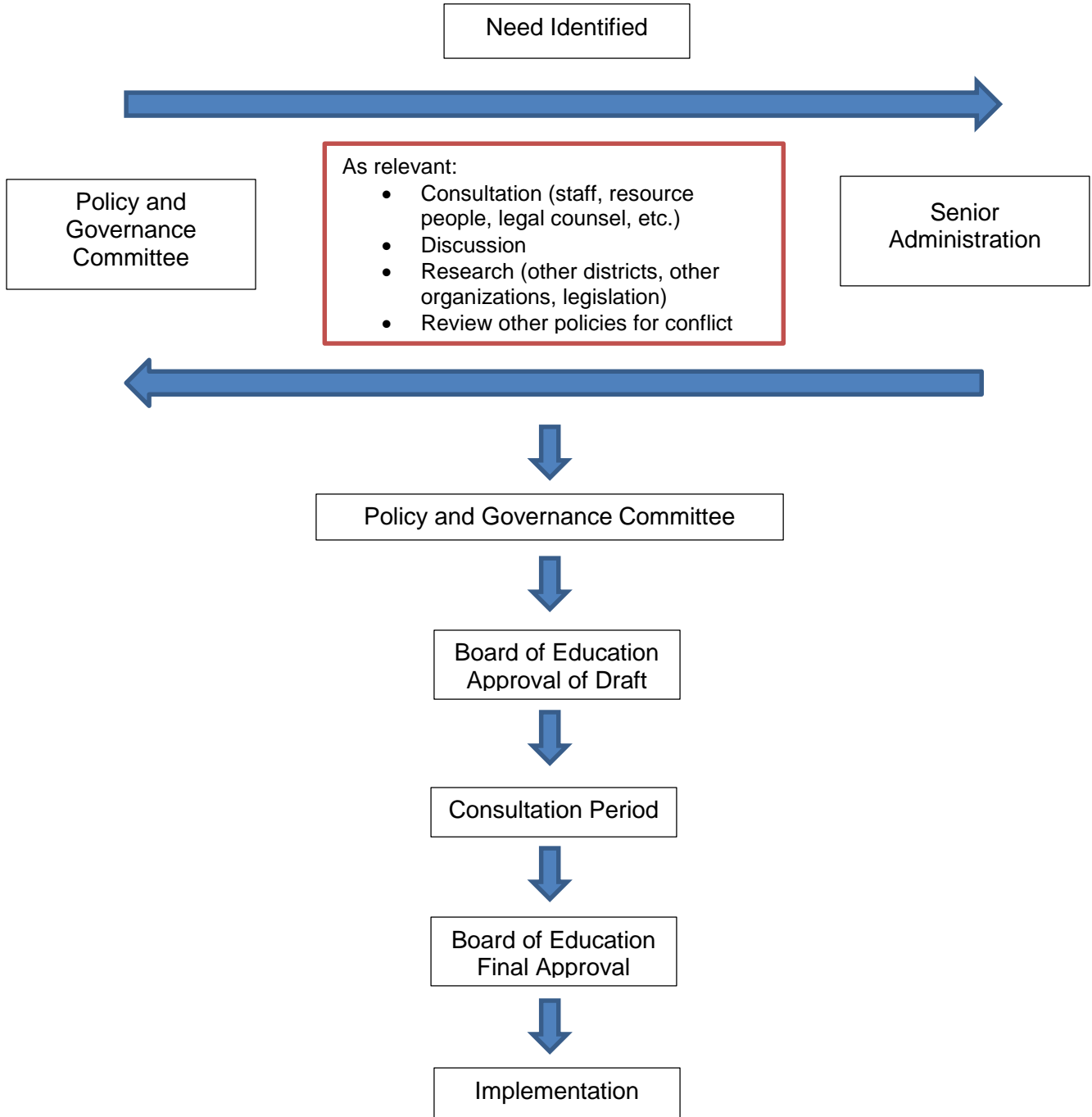
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POLICY AND POLICY DEVELOPMENT

**POLICY DEVELOPMENT AND REVISION PROCESS**



Approved: 1981.10.26

Revised: 1983.12.20, 1985.09.03, 1991.03.12, 1998.04.14, 2001.10.30, 2011.11.22, 2013.10.29

