

## **POLICY MAKING**

The Board is responsible for the development of educational goals and policies in keeping with the requirements of government legislation and the values of the electorate. In order to meet its responsibility, the Board shall establish and maintain written policies which express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Board, the Superintendent, staff, students, electors and other agencies. Board policies constitute the will of the Board in determining how the Division will be operated.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the School Act and provincial legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines and procedures to guide the Division and to provide the opportunity for the Superintendent to exercise professional training and experience in the administration of the Division.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or could delegate the responsibility for development to the Superintendent or to a Board committee.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the administration of all other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy within the 4 year term in order to determine whether or not it is meeting its intended purpose.

Specifically:

1. Any trustee, employee, taxpayer, parent or student of the Division may make suggestions regarding the possible development of a policy or the need for policy revisions on any

matter, by presenting a proposal for a policy or revisions in writing to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

2. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
3. The Superintendent shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Board will direct the Policy Review Committee to initiate the development process.
4. The Board may also request the Superintendent to change an administrative procedure to a draft Board policy, and will provide the rationale for same.
5. When developing new policy, stakeholder input will be sought. As well, input may also be requested from government, community leaders, other Boards or agencies, and contracted service providers.
6. In approving policy, the Board will always work from the broadest, most general statement of policy, and will proceed to develop progressively more specific policies until it is satisfied that it has achieved the degrees of definition necessary in the policy area under consideration.
7. Responsibility and authority to approve Division policy and regulations shall rest entirely with the Board.
  - a) Policy approval shall require three readings:
    - i) First reading shall affirm that the intent of the policy reflects the Board's beliefs and values.
    - ii) Second reading shall provide an opportunity for the Board to discuss and amend draft policy from first reading. Second reading shall occur at a subsequent meeting of the Board.
    - iii) Through motion, third and final reading may occur at the same meeting as second reading with the unanimous consent of the Board.
    - iv) Third and final reading establishes Board Policy.
  - b) Amendments to established board policy shall be made through Board motion:
    - i) Amendments of a substantive nature, which alter the original intent of the policy, shall require first, second and third readings.
    - ii) Amendments which alter or add a policy without significantly changing the intent shall be made by Board motion.
8. The Superintendent is responsible for communicating Board policies and administrative procedures within the Division; for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
9. The Superintendent must develop administrative procedures as specified in Policy 12 and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
10. The Board may direct the Superintendent to change a Board policy to an administrative procedure, and will provide the rationale for same. As with other administrative procedures, these procedures may then be modified at the Superintendent's discretion.

11. Unless otherwise directed by the Board, policies shall come into effect as soon as the motion is passed by the Board.

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Legal Reference: Section 60, 61, School Act  
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