

<b>Section:</b>	<b>Governance</b>
<b>Title:</b>	<b>Policy Development and Review</b>

## Purpose

To provide guidance for the development and review of School District policies.

## Policy

Policy development is a key responsibility of the Board. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

Board policies constitute the will of the board and shall provide an appropriate balance between the responsibility of the Board to develop broad guidelines and provide general direction for the School District and the opportunity for the Superintendent to exercise professional judgment in the administration of the district.

School District policies must support or be consistent with Federal and Provincial legislation including the School Act, Ministry of Education policy, the Declaration on the Rights of the Child, the Declaration on the Rights of Indigenous People, the Canadian Charter of Rights and Freedoms, with a view for Equity, Diversity, and Inclusion, as well as Climate Change, and the objectives of the Board's Strategic Plan.

The development of School District policies outlining the goals, objectives, direction and guidelines for the School District will be developed in an open and transparent process including consultation or collaboration with partner groups.

All policies are to be reviewed by the Board during the term of office.

## Guidelines

Board approved policies will be developed and reviewed in a thorough and consultative manner to ensure the broad interests of the educational community are considered. The educational community includes students and student associations, parents and parent associations, employees and employee organizations. Whenever possible, applicable administrative procedures will be reviewed at the same time the policy is considered.

1. Planning
  - a. The Board, in cooperation with the Superintendent, shall assess the need for a policy, considering its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy or overarching goals for the policy to be developed.
  - b. Any individual Trustee has the right to initiate a policy for consideration and bring to the Public Board Meeting
2. Development

- a. The Board may develop the initial draft of the policy itself or delegate the responsibility for initial development of the policy to the Superintendent.
- b. The superintendent may seek legal advice on the intent and the wording of the policy.
3. Consultation and approval process
  - a. The draft policy, or policy being reviewed, will be considered at a Committee of the Whole meeting, soliciting feedback from the public and partner groups attending the meeting.
  - b. The draft policy, or policy being reviewed, will be forwarded to the Siwal Si'wes Policy Advisory Working Group, soliciting feedback, and be returned to a Committee of the Whole meeting for consideration of the groups feedback.
  - c. The Committee of the Whole is to forward the approved draft or amended policy to the public Board meeting for approval in principle.
  - d. The approved-in-principle policy is to be forwarded to employees, the educational community, and the general public using the Engage portal and other methods, to gather additional feedback.
  - e. The approved-in-principle policy is to be returned to a Committee of the Whole meeting along with comments from the consultation process.
  - f. The final draft of the policy is to be forwarded to the public Board meeting for final approval.
4. Implementation
  - a. The Board is responsible for the implementation of policies governing its own processes.
  - b. The Board and Superintendent share the responsibility for implementation of policies relating to the corporate organization.
  - c. The Superintendent is responsible for the implementation of all administrative procedures related to the Board approved policies.
  - d. The Secretary Treasurer is responsible for tracking the review of the policies and reporting to the Board.
  - e. The Secretary Treasurer is responsible to ensure the policies are publicly available.
5. Evaluation
  - a. The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner at least once during a Boards term of office, to determine its effectiveness in meeting its intended purpose.

**Date of Original Board Approval: January 2012**

**Date Amended:** November 10, 2019, approved in principle  
January 18, 2022, approved  
November 15, 2022, amended  
May 21, 2024, amended

**Legal Reference:** *School Act, Section 85*