

<b>Section:</b>	<b>Governance</b>	
<b>Title:</b>	<b>Policy Development and Review</b>	<b>1.5</b>

## Purpose

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

## Policy

School District policies are to provide an appropriate balance between the responsibility of the Board to develop the broad guidelines for the School District and the opportunity for the Superintendent to exercise professional judgment in the administration of the district.

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 stakeholders.

School District policies must support or be consistent with the objectives of the Strategic Plan.

All Policies are to be reviewed during the Trustees 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, as a result of 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 Siwes 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 principal.
  - d. The approved-in-principle policy is to be forwarded to the educational community and the general public for feedback.
  - e. The approved-in-principal 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 in order 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.**

*Legal Reference: School Act, Section 85*