



SCHOOL DISTRICT NO. 10 (ARROW LAKES) POLICY MANUAL

140 - Policy Development

1.0 General

- 1.1 Policies constitute the will of the Board in determining how the District operates. Policies provide effective direction for the actions of the Board, Superintendent, staff, students and the broader school community.
- 1.2 It is the responsibility of the Board to develop, adopt, review or revise policies on a regular basis.
- 1.3 The Board is guided in its policy making by the requirements to provide public education which is in compliance with the School Act and provincial legislation.
- 1.4 The Board encourages participation of Trustees, employees, students, parents and the broader school community in identifying the need for a policy. They may make written suggestions or recommendations for a new policy or revision of an existing policy to the Board.

2.0 Policy Stages

- 2.1 **Planning:** The Board, in cooperation with the Superintendent, shall assess the need for a policy and identify its critical attributes.
- 2.2 **Development:** The Policy Committee shall make available to the Board a draft policy or recommendations to rescind a policy after it has researched, consulted with affected parties or individuals, developed or amended a policy.
- 2.3 **Implementation**
 - 2.3.1 The Board is responsible for the implementation of its own governance policies.
 - 2.3.2 The Board and the Superintendent share the responsibility for implementation of policies.
 - 2.3.3 The Superintendent is responsible for the implementation of administrative procedures.
- 2.4 **Review/Evaluation:** The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

3.0 Policy Development, Amendment, Adoption and Rescindment

- 3.1 A proposal to develop, amend, adopt or rescind a policy shall be initiated by a Notice of Motion at a regular meeting of the Board. Such notice of motion should include background information and recommendations.
The Board may assign the review or development of the policy to the Policy Committee for consideration and recommendation.
- 3.2 The Board and/or the Policy Committee shall ensure that staff, parents, students, individuals or other groups who may be affected by the development, amendment or removal of a policy are consulted and allowed to offer input towards the draft policy.
- 3.3 The Policy Committee will review the policy, identify changes, request further research, consult with the Education Partnership Committee, abandon the draft policy, or recommend that the policy be presented to the Board for Notice of Motion to adopt.
- 3.4 When appropriate or requested, the Superintendent shall seek legal advice on the intent and the wording of the policy.
- 3.5 Once input has been received, the Board and/or the Policy Committee will request that a final draft policy be presented by Notice of Motion at a Regular Board meeting for:
 - 3.5.1 Final approval, or
 - 3.5.2 Referral for additional amendments
- 3.6 A policy receiving Notice of Motion shall be posted on the District website and it shall include the title, a brief description and purpose.

4.0 Guidelines

- 4.1 In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the District. Such decisions carry the weight of policy until such time as a specific policy is developed and adopted.
- 4.2 The Superintendent/Secretary Treasurer shall develop, review and update administrative procedures and protocols as deemed necessary for the effective operation of the District. These procedures must be in accordance with Board policies.
- 4.3 Administrative procedures and protocols are detailed in the District's Administrative Procedure Manual.

5.0 Policy Format

- 5.1 Each policy will conform to a standard format which includes: a heading, policy number, policy title, legal references, cross-references, and a log of dates of approval and revision.

5.2 A template for the standard format is included in the Administrative Procedures Manual.