

POLICY MAKING

The Board is responsible for the development of 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 Director, 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 Education Act and other provincial legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and to provide the opportunity for the Director 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 Director, 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 Director.

3. Implementation

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

4. Evaluation

The Board, in cooperation with the Director, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

Specifically,

1. Parent groups, teachers, administrators, student councils, Board members and others interested in the educational system, are invited to submit suggestions or recommendations in regard to new or existing policy at any time. Such suggestions or recommendations shall be submitted in writing to the Director and include a brief statement of purpose or rationale.
2. Normally, requests for new policy or amendments to existing policy originating from schools will be directed through the Principal to the Director.
3. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
4. The Director, or designate, shall be responsible to assign a member of the administrative staff to prepare a proposal.
5. The Director 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 Director to initiate the development process.
6. The Board may request the Director to change an administrative procedure to a draft Board policy. In so doing, the Board will provide rationale.
7. When appropriate, the Director shall seek legal advice on the intent and wording of the policy.
8. Draft, new or revised policies will be circulated as deemed appropriate by the Board.
9. Draft, new or revised policies shall be placed on the agenda of a regular Board meeting.
10. 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.
11. The adoption of a Board policy shall be by formal motion.
12. The Director must develop administrative procedures as specified in Policy 11 and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
13. The Board may direct the Director to change a Board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the Director's discretion.

14. The Director shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access and to be distributed electronically to all principals and Central Office staff.
15. The Board shall ensure the review of two policies are included within Board Business during a Regular Board Meeting. Each policy will be reviewed at least once a year.

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