

POLICY 9- 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 will 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 will 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 Regulations and other provincial legislation.

Board policies will 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:

Planning

The board, in cooperation with the director, will 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.

Development

The board may develop the policy itself or could delegate the responsibility for development to the director.

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.

Evaluation

The board, in cooperation with the director, will 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, school community councils, student councils, trustees 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 or the appropriate committee given its terms of reference 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. Once a final draft has been completed, feedback will be sought with stakeholders impacted by the change. Timeline for stakeholder feedback is recommended to be 30 days.
6. The board may also request the director to change an administrative procedure to a draft board policy. In so doing, the board will provide rationale.
7. The final draft of the policy or amendments shall be presented to the board for its consideration and approval.
8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the board.
9. 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.
10. The director 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.
11. 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.
12. 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.
13. The board shall review each policy during its term as part of its self-evaluation.

Legal Reference: The School Division Administration Regulations. Section 45
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