

POLICY MAKING AND REVIEW

Rationale

Policies constitute the will of the Board in determining how the Division will be operated by setting out the purposes of the Division and creating a framework within which the administration can discharge its duties with positive direction. Policies provide effective direction and guidelines for the action of the Board, superintendent, staff, students, electors and other agencies. Policy is a key responsibility of the Board in its efforts to ensure effective governance of the Division.

Policy

The Board will establish and maintain for the Division a body of policies that may include specific beliefs, goals, and purposes, assign responsibility or authority, describe major processes for the operation of the Board and the Division, and provide general guides for action.

New Policy Development

1. The Board, a committee of the board and/or the Superintendent shall assess the need for a new policy, as a result of monitoring activities or on the suggestion of others, and identify the critical attributes of each new policy to be developed.
2. The Board will review the suggestions for policy development. If in agreement the Board will direct the Superintendent to facilitate the development of a draft policy. Where circumstances warrant, the Board reserves the right to introduce an "interim policy" while the normal policy development process takes place.
3. The Superintendent will present the draft policy to the Policy Committee for review.
4. The draft shall be posted on our website, and provided electronically to stakeholders for their feedback for a period of not less than 14 calendar days.
5. At the first regular meeting of the Board, following the 14 day review period, the Board will review the policy, including recommendations from stakeholders, make modifications that it deems appropriate and may then approve this new policy by board motion.
6. At any time, the Board may direct the Superintendent to change an administrative procedure to a draft policy, and will follow the procedure for a new policy.
7. At any time, the Board may direct the Superintendent to change a Board policy to an administrative procedure.

Policy Review

1. Policies will be reviewed annually by the policy committee, ensuring that all policies are reviewed at least one time within the term of the board.
2. The Board, a committee of the board and/or the Superintendent shall assess the need for the

review of a policy, as a result of monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be reviewed.

3. Policy revisions shall be posted on our website, and provided electronically to stakeholders for their feedback for a period of not less than 14 calendar days.
4. At the first regular meeting of the Board, following the 14 day review period, the Board will review the revisions, including recommendations from stakeholders, make modifications that it deems appropriate and may then approve this updated policy by board motion.
5. The Board retains the right to directly approve a policy revision that does not affect the intent or application of the policy without posting for public review for 14 days.

Revised: January 2019
Reviewed: October 2022
Reference: Education Act