

<p style="text-align: center;"><i>Policy Manual</i></p> <p>PAGE: 1 of 4</p>	<p>CODE: Policy 11 TITLE: Policy Making APPROVED: May 26, 2009 AMENDED/REVIEWED: October 23, 2012; June 18, 2013</p>
<p>LEGAL REFERENCE: School Act 2000; Sec. 60, 61</p>	

Policy

The Board's primary function is to establish a governance framework that clearly articulates how it will exercise its leadership to govern the affairs of the District. It will accomplish this by establishing a mission, guiding principles and governance policies to provide direction and guidelines to fulfill the governance role. Policies approved by the Board shall clearly articulate those areas of responsibility which reside with the Board and those which have been delegated to the Superintendent.

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 provincial legislation. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board. Administrative procedures shall be developed as required by the Superintendent for those areas the authority has been delegated to the Superintendent.

Guidelines and Procedures

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

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 to be developed.

2. Development

The Board may develop the policy itself or could delegate the responsibility for development to the Superintendent. The process for the development and review of policies may allow for the participation of interested and concerned groups and individuals as appropriate to their circumstances. The Superintendent is responsible for the development of all administrative procedures.

3. Implementation

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

4. Evaluation

<p><i>Policy Manual</i></p> <p>PAGE: 2 of 4</p>	<p>CODE: Policy 11 TITLE: Policy Making APPROVED: May 26, 2009 AMENDED/REVIEWED: October 23, 2012; June 18, 2013</p>
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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.

Specifically:

- 4.1. Responsibility for the drafting of policy proposals and revisions, will reside with the Superintendent.
- 4.2. Ideas for policy are brought forward by individual Trustees, Administration or as a result of discussion with stakeholder groups.
- 4.3. When developing policy, input may be sought from those affected by the policy.
- 4.4. 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.
- 4.5. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
- 4.6. Adoption of a policy statement shall be by Board motion.
- 4.7. The formal adoption of policies shall be recorded in the minutes of the Board meeting and a copy thereof shall be appended to the official minutes.
- 4.8. Each adopted policy shall be dated, numbered and titled for the appropriate location in the Board Policy Handbook.
- 4.9. 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 specific written policy or administrative procedure is developed.

<p style="text-align: center;"><i>Policy Manual</i></p> <p>PAGE: 3 of 4</p>	<p>CODE: Policy 11 TITLE: Policy Making APPROVED: May 26, 2009 AMENDED/REVIEWED: October 23, 2012; June 18, 2013</p>
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- 4.10. The Board may request the Superintendent to change an administrative procedure to a draft Board policy, and will provide the rationale for same.
- 4.11. The Superintendent shall develop administrative procedures and may develop such other procedures as deemed necessary for the effective operation of the District; these must be in accordance with Board policies.
- 4.12. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
- 4.13. All Board policies shall be posted on the District's website and distributed electronically to all Principals and Central Office Leadership Team members.
- 4.14. The Board shall review policies regularly and as a minimum once per elected term.
- 4.15. The Superintendent is responsible 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.
- 4.16. The Superintendent shall develop administrative procedures as specified in Board Policy 10 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District; these must be in accordance with Board policies.
- 4.17. Policies shall be developed using a common format comprising:
- 4.17.1 Policy
- The policy is a philosophically-based statement that is goal oriented and establishes a direction for future action.

<p><i>Policy Manual</i></p> <p>PAGE: 4 of 4</p>	<p>CODE: Policy 11 TITLE: Policy Making APPROVED: May 26, 2009 AMENDED/REVIEWED: October 23, 2012; June 18, 2013</p>
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4.17.2 Guidelines

Guidelines define the framework within which the organization can discharge the policy with positive direction and may include items of a regulatory nature.

4.17.3 Procedures

Procedures are statements of who does what, how and in what sequence. Procedures may sometimes be mandatory or discretionary.

4.17.4 Exhibits

Sample form which may be used.