

### **POLICY MAKING**

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division.

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 School Act and provincial legislation. Further, while reserving unto itself the authority and responsibility to determine and adopt policies, the Board encourages interested groups and individuals to participate in the policy making process.

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 delegate the responsibility for development to the Policy Committee.

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.

4. 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.

## Specifically

1. A policy need is established. The need for a new or revised policy can be initiated by any individual or group and is communicated to the Superintendent.
2. The Policy Committee presents an "Approval in Principle" of a proposed policy, or recommended change, to the Board. On matters deemed by the Board to be of unusual urgency, the Board may waive the consultation process and take immediate action to adopt new policies or revise existing ones.
3. The Board may choose to pass the policy in its draft or amended form, or direct that the draft policy be circulated to appropriate interest groups for input/comment. The following groups may be consulted:
  - 3.1 Trustees
  - 3.2 Principals/administrative staff
  - 3.3 Parents
  - 3.4 Teachers and support staff groups
  - 3.5 School Councils or other recognized parent groups
  - 3.7 Outside agencies (Alberta Education, A.S.B.A. etc.)
4. At a subsequent meeting, the policy in its original or amended form shall be given further consideration and recommended for approval.
5. The Board reserves the right to introduce any policy immediately as "interim policy" where circumstances warrant it, and while the normal policy development process takes place.
6. Policy shall be approved by Board motion.
7. New or revised policies will become effective on the date of Board approval unless otherwise indicated in a Board motion.
8. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
9. The Board may direct that an administrative procedure be written as a draft Board policy, and will provide the rationale for same.
10. The Superintendent 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.

11. 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.
12. The Superintendent must inform the Board in a Board agenda of any significant procedural changes to administrative procedures.
13. All Board policies shall be posted on the Division's website and notification of any changes sent to Trustees, all Principals and Senior Administrative staff.
14. The Board shall review each policy annually.

Legal Reference: Section 60, 61, School Act

Amended: June 2018