

Policy 10

POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide direction and guidelines for the action of the Board, Director of Education, 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.

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*, 1995 and other provincial and federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop broad guidelines to guide the Division and the opportunity for the Director of Education to exercise professional judgment 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 of Education, 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 delegate the responsibility for its development to the Director of Education.

3. Implementation

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

4. Evaluation

The Board, in cooperation with the Director of Education, shall review each policy in a timely manner in order to determine currency and effectiveness.

Specifically

1. Suggestions or recommendations in regard to new or existing policy may be made to the Director of Education at any time. Such suggestions or recommendations shall be submitted in writing to the Director of Education and include a brief statement of purpose or rationale. Any trustee, elector or staff member may initiate proposals for new policies or changes to existing policies.
2. Normally, requests for new policy or amendments to existing policy originating from schools will be directed through the Principal to the Director of Education.
3. For policy decisions having a direct impact on students or student learning, the protocol in Appendix A will be utilized.
4. Policy development or revision may also be initiated as a result of a public consultation, survey, needs assessment or policy evaluation.
5. The Director of Education shall be responsible to prepare a proposal.
 - 5.1 If the Board requests that a new policy be drafted or an existing policy be reviewed for possible amendment, the Director of Education shall implement procedures to develop a draft proposal.
 - 5.2 Draft proposals may be developed in consultation with advisory committees, various employee groups, senior administrative staff, or outside agencies and consultants.
 - 5.3 The engagement of outside agencies or consultants to assist in policy development shall require prior approval of the Board if the total anticipated costs will exceed budget approved allocations.
6. When appropriate, the Director of Education shall seek legal advice.
7. The Board may seek additional input into proposed changes in policy, or drafts, whenever it is deemed appropriate.
8. The final draft of the policy or amendments shall be presented to the Board for its consideration and approval.
9. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
10. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
11. The Board may request the Director of Education to change an administrative procedure to a draft Board policy. In doing so, the Board will provide a rationale.
12. The Director of Education must develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in alignment with Board policies.

13. The Board may also delete a policy and subsequently delegate the Director of Education authority over this area. The Director of Education may choose to then develop an administrative procedure relative to this matter.
14. The Director of Education must inform the Board of any substantive changes to administrative procedures.
15. The Director of Education 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.
16. The Board shall review each policy annually.

Reference: *The Education Act, 1995*, Sections, 85, 87
The School Division Administration Regulations, 2017, Sections 16, 38, 45

January 8, 2019