

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 shall 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 Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidance to all who may be interested in, or connected with, the operation of the Division. Board policies constitute the will of the Board in determining how the Division will be operated.

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*, associated regulations and other provincial legislation.

Board policies shall 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 Superintendent to exercise professional judgment in being responsive to the Superintendent Leadership Quality Standard (SLQS) and conducting 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 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 or to a Board committee. The process for the development and review of policies should allow for the participation of interested and concerned groups and individuals as appropriate to their circumstances.

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 Division administrative procedures.

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. The Board, staff members, the Policy Advisory Committee, Alberta Education, administration, parents, community members, school councils and other affected groups may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter, by presenting a proposal for a policy or revisions in writing to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.
 - 1.1. A Board committee or the Superintendent shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Board will direct the committee, in collaboration with the Superintendent to initiate the development process.
2. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
3. The Board may also request the Superintendent to change an administrative procedure to a draft Board policy, and will provide the rationale for same.
4. The Board or Superintendent may seek advice from the Archbishop/Bishop or legal counsel regarding policy revision or development, when appropriate. Input may also be requested from the Policy Advisory Committee, government, community leaders, other Boards or agencies, contractors, or any other individuals and groups as deemed necessary.
5. The Superintendent shall submit the proposed policy to the Board for information and discussion.
6. Suggestions for change are reviewed and modifications may be incorporated into a second draft policy. The initiator of the proposed policy or revision should be consulted when substantive modifications have been incorporated.
7. The policy, as amended by the Board, must be adopted by resolution at a regular or special meeting of the Board. Normally, final resolutions by the Board are not made at the same meeting as initial proposals are being considered.
8. The formal adoption of policies shall be recorded in the minutes of the meeting of the Board and a copy thereof shall be appended to the official minutes. The approval of policy is the sole responsibility of the Board.
9. Unless an effective date is specifically stated in the new amended policy or the motion for approval of that policy, in order to allow for orderly implementation, all policies shall be effective upon adoption.
10. The Board, on matters of unusual urgency, may waive the foregoing procedures and take immediate action in dealing with a policy matter.

11. 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.
12. The Superintendent shall ensure that current Board policies and administrative procedures are made publicly available on the Division website.
13. The Superintendent must develop administrative procedures and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
14. The Board may direct the Superintendent to change a Board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the Superintendent's discretion.
15. The Board shall review each policy biennially.

Legal Reference: Section 52, 53, *Education Act*