

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 District. Board policies constitute the will of the Board in determining how the District 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 School Act and provincial legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the ongoing participation of staff. Whenever policies affect school based procedures or classroom practices, the Board considers the Policy Advisory Committee a principal advisor in policy development and revision.

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

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.

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 Learning, 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.
2. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
3. 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 Superintendent to initiate the development process.
4. The Board may also request the Superintendent to change an administrative procedure to a draft Board policy, and will provide the rationale for same.
5. The Superintendent shall submit proposed policy or policy revision related to school operations to the Policy Advisory Committee for discussion and additional input. Input may also be requested from government, community leaders, other Boards or agencies, and contractors.
6. The Superintendent shall submit the proposed policy to the Board for information and discussion.
7. 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.
8. The Superintendent shall submit the second draft of pertinent policies to the Policy Advisory Committee for additional discussion and input.
9. 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.
10. 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.

11. The Board, on matters of unusual urgency, may waive the foregoing procedures and take immediate action in dealing with a policy matter.
12. 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.
13. The Superintendent shall be responsible for the establishment and maintenance of an orderly plan to ensure that trustees, employees, students and any other interested individuals or groups have convenient access to current Board policy, and administrative procedures. Copies are available at rates which may be established from time to time by the Board.
14. The Superintendent must develop administrative procedures as specified in Policy 12 and may develop such other procedures as deemed necessary for the effective operation of the District; these must be in accordance with Board policies.
15. 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.
16. The Board shall review each policy annually.

Legal Reference: Section 60, 61, School Act

Revision Dates: February 27, 2019