

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION	
<i>Management Guideline</i>	META: Policy Initiation, Identification, Development, Implementation and Review	
<i>Applicable Policy</i>	META: Policy Initiation, Identification, Development, Implementation and Review	214

Board Approved: December 4, 2007

Policy Process – Identification/Development/Implementation/Review

1.0 Responsibility for Policy Identification/Development/Review

1.1 The Board will facilitate the policy development and review process. The Board will:

- a) identify new policies that should be developed;
- b) determine the appropriate methodology for development or review of policies;

Methods may include, but are not limited to:

- formation of an ad hoc committee
- designating individuals and/or committees of the board who will assume responsibility
- designating appropriate stakeholders who should be involved
- receiving public presentations conducted in accordance with the Superior-Greenstone DSB Bylaw 10.0 Delegations

- c) review policies;
- d) consider policies for final approval;
- e) adopt policies for implementation.

From time to time, policies may be referred back to stakeholders, with suggested areas for revision.

1.2 Senior administration responsibilities include:

- a) identifying the requirements for the development of policy within their specific areas of responsibility;
- b) working with the board in the development and review of policy as appropriate;
- c) ensuring that policies are implemented in accordance with the provisions contained therein;
- d) working with the Director of Education to develop a schedule for policy development and review ensuring that policies are reviewed regularly and at least within five (5) years from the effective date.

1.3 Stakeholder review will include:

- a) policies; where changes have been made requiring stakeholder review will be posted to the board website under the policy section

- b) policy management guidelines, where changes have been made, may be posted to the board website under the policy section for stakeholder review at the discretion of the Board.
- c) e-mail notification will be sent to school site administrators, union presidents and board office staff advising that reviews are being conducted, and that their input is being sought. School site administrators will be instructed to share information of reviews with their school staff in a manner they deem most appropriate, with their school council members via school council agenda, and with parents via school newsletter;
- d) stakeholder feedback will be received electronically with a submission time and date deadline (minimum of two month response time) on the website;
- e) once the time and date deadline have been reached the policies/management guidelines being reviewed will be removed from the website;
- f) stakeholder comments will be shared with the senior administrators that have been assigned responsibility for a designated policy in advance of the next Board Policy Review Committee meeting to allow for their, or their designate's, comments to any suggested changes.

In order to ensure a consistent review schedule of all board policies and management guidelines a database will be utilized for tracking purposes.

2.0 Implementation of Policy

- 2.1 On approval by the Board of Trustees, the policy will become part of the Policy Manual. The manual will be maintained in an electronic format.
- 2.2 Policies that have been approved by the board will be distributed electronically throughout the board.
- 2.3 If the approved policy has further implementation implications, the Director of Education will assign responsibility to a senior administrator as appropriate.
- 2.4 The Director of Education is responsible for the monitoring of the organization's adherence to the provisions of the policy and reporting the results to the board as appropriate.

3.0 Policy Format

- 3.1 All policies will include a policy statement and rationale. Guidelines and/or appendices may form part of the policy.
- 3.2 Each policy will indicate:
 - a) policy name and number;
 - b) policy statement, rationale;
 - c) guidelines/appendices where necessary;
 - d) cross reference to other policies, if necessary;
 - e) date approved;
 - f) date for review.
- 3.3 All policies and management guidelines will be formatted in accordance with an established format.