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

Board Approved: January 22, 2019 June 21, 2016 October 18, 2011 December 4, 2007	*Reviewed:* November 8, 2019 October 2, 2018 June 7, 2016 September 26, 2011 May 30, 2011	*Review by: December 2024*

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 and supporting documents, such as policy management guidelines, procedural guidelines and/or protocols that should be developed;

b)   determine the appropriate methodology for development or review of policies and supporting documents and 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 Procedural Bylaws Delegations (see Appendix D).

c)   review policies and supporting documents as required,

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, policy management guidelines, procedural guidelines and/or protocols 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 to be posted to the board website under the policy section;

b)   school site administrators, union presidents and board office staff, will receive notice 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;

c)   stakeholder feedback will be received electronically with a submission time and date deadline noted on the website. Feedback will be accepted for 30 days from the date the policies are assigned by the Board Policy Review Committee for stakeholder feedback.

d)   once the time and date deadline have been reached the policies being reviewed will be removed from the website;

e)   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 designee's comments to any suggested changes;

f)   the policy management guideline which may accompany a policy is considered a guideline for managing the policy. As it is the management component or operational practice that guides school administrators and board managers relative to a policy, it is not strictly subject to stakeholder review. Often, policy management guidelines incorporate language taken directly from Education Act and as such, license to interpret wording is limited. However, at the discretion of the Senior Administration, management guidelines may be posted for stakeholder feedback;

g)   procedural 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;

h)   protocols, 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.

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 Management Guidelines, Procedural Guidelines and/or Protocols

2.1   Upon the review of a supporting document for a policy, such as a management guideline, a procedural guideline and/or protocol and given there is no direction to vet these items through stakeholders, such documents will be posted to the website immediately following senior administration approval. All supporting documents shall be reviewed as appropriate and wherein the corresponding policy has undergone review.

3.0 Implementation of Policy

3.1 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;

3.2 If the approved policy has further implementation implications, the Director of Education will assign responsibility to a senior administrator as appropriate;

3.3 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.

4.0 Policy Format

4.1 All policies will include a policy statement and as required, may include a statement of rationale. Guidelines and/or appendices may form part of the policy.

4.2 Each policy will indicate:

a) policy name and number;
b) policy statement, rationale (if required);
c) guidelines/appendices where necessary;
d) cross reference to other policies, if necessary;
e) date approved;
f) date for review.

4.3 All policies and management guidelines will be formatted in accordance with an established format.