

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION	
Policy Name	META Policy: Policy Initiation, Identification, Development, Implementation and Review <i>Management Guideline Applies</i>	214
Board Approved:	November 7, 2019 June 21, 2016 October 18, 2011 March 21, 2006	Reviewed: _____ June 7, 2016 September 26, 2011
		Review by: December 2027 December 2024

RATIONALE (formerly 1.0)

The Superior-Greenstone District School Board recognizes the need for clear, effective policies to provide direction and focus for decision-making and action. Establishing a process, which defines how policies will be initiated and/or identified, how policies will be developed, the process for policy implementation and how policy review is undertaken (*hence META Policy*) is essential to the establishment of exemplary policies.

1.0 POLICY STATEMENT

It is the intent policy of Superior-Greenstone District School Board to set out a process of for policy development and review, which will provide for thoroughness and consistency in approach. Policy statements provide a framework for decision-making and guidelines for the effective operation of the system.

Policies developed through this process will reflect the values of the School Board and rigorous standards for to which we are held accountable.

1.0 Rationale

The Superior-Greenstone District School Board recognizes the need for clear, effective policies to provide direction and focus for decision-making and action. Establishing a process, which defines how policies will be initiated and/or identified, how policies will be developed, the process for policy implementation and how policy review is undertaken is essential to the establishment of exemplary policies.

2.0 Guidelines (moved)

2.0 RESPONSIBILITY

While the Board of Trustees is responsible for establishing Board policies, the Director of Education holds the primary responsibility for overseeing the process by which new and revised policies are developed and ultimately presented to the Board.

The Director's Office is responsible for the day-to-day management and coordination of the Policy Review Process.

3.0 SPECIFIC DIRECTIVES

3.1 A Policy of the Board should will :

- a) Reflect the basic philosophy and values of the Superior-Greenstone District School Board;
- b) Create a framework for the stable operation and provide direction to the education system;
- c) Constitute guidelines for decision making and action by those with decision making responsibility;
- d) Provide defined guidelines within which the Board of Trustees will exercise its legislative authority;
- e) Establish limits within which activities of the board may be carried out by designated staff;
- f) Reduce inconsistency and duplication by establishing clear criteria and parameters for administrative, employee and students' actions.

5.0 Guidelines

5.1 Board Policy Statements may be:

- a) statements of philosophy, goals, objectives or priorities, or
- b) standards or principles by which individuals make judgments, take courses of action, or
- c) guidelines for decision making or **to establish** future action by the Board, administrative personnel or staff, or
- d) statements or criteria or models for establishing principles and parameters for the development of derivative or subordinate policies (e.g. school policies).

5.2 Each board policy shall:

- a) be consistent with the mission statement and goals of the board;
- b) adhere to principles of equity and inclusivity;**
- b) provide rationale;
- c) be written in clear, concise **and** inclusive language;
- d) be sufficiently broad to allow administrators to be guided in their decisions and actions, and
- e) conform to current legislation and regulations.

5.3 Board policies should:

- a) be designed in a standard format;
- b) be reviewed according to prescribed procedures;
- c) be developed by involving individuals who are identified by the board;
- d) be clear on how they are to be implemented.

5.4 Trustees, employees and students are responsible for acting in accordance with Board Policy.

6.0 EVALUATION AND REVIEW

Policy 214 will be evaluated every five years after the board approval date, through the Board Policy Review Committee process.

7.0 REFERENCE DOCUMENTS

Ontario Education Act R.S.O. 1990, c. E.2
