

203.1 Policy Development

For the purposes of this policy, a policy reading shall mean presentation. A verbatim reading is not required.

1. The Superintendent (or designate), with reference to relevant statutes, regulations and Provincial policy, develops a proposed policy statement.
 - 1.1. The proposal may be a new policy or a revision of existing policy.
2. In the case of a new policy, the proposed policy statement is reviewed by Executive Council.
3. The proposed policy statement of a new policy or policy revision of an existing policy may go to the Policy Advisory Committee (PAC) prior to the first reading, or directly to the Board for first reading as determined by the PAC chair.
4. Following first reading, the proposed policy statement may be forwarded to the Policy Advisory Committee for review, further review, and feedback.
 - 4.1. The Board determines which policies are to be reviewed by the Policy Advisory Committee.
5. The proposed policy statement is returned. Along with comments from the Policy Advisory Committee, to the Board for second reading.
 - 5.1. The Board, through motion, makes desired revisions to the policy prior to voting on second reading.
6. The revised policy statement is presented to the Board for third reading.
 - 6.1. The Chair of the Policy Advisory Committee moves third reading.
7. The approved policy shall be returned to the Superintendent for development of required procedures.
 - 7.1. Procedures are developed in consultation with division staff.
8. Policies and procedures shall be posted on the Division's Electronic Policy Handbook on a regular basis.
 - 8.1. In the event that a policy is not posted on the Division's Electronic Policy Handbook within 60 days, the Superintendent shall circulate the policy, in paper format, to the Division's administrators.
 - 8.2. Where a policy is to be implemented immediately, the Superintendent shall circulate the policy, in paper format, to the Division's administrators.

203.1 Policy Development, cont'd

9. Board policies will be reviewed periodically to ensure they continue to be relevant, current and support the achievement of desired results.
 - 9.1. Policies should be reviewed on a five-year cycle:
 - 9.1.1. Year One: 100 Educational Philosophy
200 Board of Trustees
300 Administration
 - Year Two: 400 Staff Personnel
 - Year Three: 500 Students
 - Year Four: 600 Educational Program
 - Year Five: 700 Workplace Health & Safety
800 Business Procedures
900 Building and Sites
1000 School-Community

A tracking date will be recorded on policies to indicate that the policy was reviewed within required timelines and required no changes.