



POLICY MAKING

This policy has been developed to provide broad guidelines for the effective operation of Limestone District School Board and a framework for consistent decision-making by the Director of Education and staff.

Policy development is a key responsibility of Limestone District School Board. Policies establish directions for the district, assign authority and establish controls that make Board governance and management possible. Policies are the means by which the Board, Director and district employees are accountable to the community as a whole. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

Limestone District School Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide effective public education. The Board's policies will comply with the *Education Act* and provincial legislation. The Board believes that the development and review of policies are enhanced when the process allows for the ongoing participation of employees. The Board recognizes that a number of groups have an interest in and may provide valuable contributions in the development and revision of policies.

The Board recognizes that policies, to be effective, must be reviewed regularly and changed in keeping with existing circumstances. This policy provides for a review of all the existing policies of the Board. Once a policy has been approved or amended by the Board, all former policies or Board motions that are superseded in whole or in part by the new policy or amendment, shall be considered revoked.

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

Limestone District School Board shall adhere to the following stages in its approach to policy making:

1.0.0 Planning

The Board, in co-operation with the Director, 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.

2.0.0 Development

The Board may develop the policy itself (Committee of the Whole) or could delegate the responsibility for development to the Director or to a Board committee.

To ensure the effectiveness of policy implementation, the Board will endeavour to inform and consult with groups affected by proposed policies or amendments to existing policies prior to the proposals reaching the Board for final approval.

3.0.0 Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Director share the responsibility for implementation of policies relating to the Board/Director relationship. The Board has delegated to the Director the authority to develop procedures to address all other issues, and the Director is responsible for the implementation of these procedures.

4.0.0 Evaluation

The Board, in co-operation with the Director, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

Specifically:

4.1.0 The need for a new or revised policy can be initiated by any individual or group and communicated to the Director for consideration.

4.2.0 The Board may request the Director to change an administrative procedure to a draft Board policy, and will provide the rationale for this change.

4.3.0 The Director must develop administrative procedures as specified in Policy 4 Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the district. These administrative procedures must be in accordance with Board policies.

- 4.4.0 Policies adopted by the Board shall be attached to the minutes of the meeting at which they were adopted.
- 4.5.0 The Board may also delete a policy and subsequently delegate the Director authority over this area. The Director may choose to then develop an administrative procedure relative to this matter.
- 4.6.0 All policies which refer to persons shall be written using gender neutral language in order to be inclusive and respectful of individual differences as they relate to gender identity and gender non-conforming persons.
- 4.7.0 All Board policies and administrative procedures shall be posted on the district's website and distributed electronically to all principals and central office staff.
- 4.8.0 The Board shall review each policy within the first year of every electoral term, and thereafter as needed.

Legal Reference:

Education Act S. 283 Chief Executive Officer; S. 286 Duties of Supervisory Officers

Reviewed: July 2021

