

POLICY 12

POLICY MAKING

The Board is responsible for providing the District's students with a complete offering of learning opportunities delivered within the context of Catholic teachings and traditions. In order to meet its responsibility, the Board shall establish and maintain written policies and requires the Superintendent to keep current written procedures that express its philosophical beliefs in support of Catholic education and provide effective guidelines for action.

The Board shall be guided in its approach to policy development by ensuring adherence to the requirements necessary to provide a Catholic education and for compliance with the School Act and provincial legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop and communicate the broad guidelines and direction for the District and to assign authority to the Superintendent for the administrative operations of the District.

The Board shall adhere to the following stages in its approach to policy development:

1. Planning

The Board, in cooperation with the Superintendent as a result of its own monitoring activities or on the suggestion of others, shall assess the need for a policy and identify the critical attributes of such a policy.

2. Development

The Board may develop the policy itself or delegate the authority for its development to the Superintendent or a Board committee.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share responsibility for the implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of all other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is achieving its intended purpose.

Specifically

1. Any trustee, employee, taxpayer, parent, student or school council of the District may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter, by presenting a proposal for a policy or revisions in writing to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

2. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
3. The Superintendent shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Board will direct the Superintendent to initiate the development process.
4. When developing policy, input is welcomed from those affected by the policy. Input may also be requested from government, community leaders, other Boards or agencies, and contractors.
5. In approving policy, the Board will always work from the broadest, most general statement of policy, and will proceed to develop progressively more specific policies until it is satisfied that it has achieved the degrees of definition necessary in the policy area under consideration.
6. The formal adoption of policies shall be recorded in the minutes of the Board meeting and a copy thereof shall be appended to the official minutes.
7. Each adopted policy shall be dated, numbered and titled for the appropriate location in the Board Policy Handbook.
8. The Superintendent shall arrange for all Board policies to be posted on the District's website and distributed electronically to all Principals and District Office staff.
9. The Superintendent is responsible for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
10. The Superintendent shall develop administrative procedures as specified in Board Policy 5 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District; these must be in accordance with Board policies.
11. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.
12. The Board may also delete a policy and subsequently delegate to the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
13. The Board shall review each policy annually.

Reference: Section 60, 61, School Act