Living Sky School Division No. 202
BOARD POLICY

2110 – BOARD POLICY DEVELOPMENT			
Policy Type:	GOVERNANCE & MANAGEMENT	**Last Revision Date:**	September 3, 2014
Implementation Date:	May 31, 2006	**Last Review Date:**	August 2026
Legal Reference(s):			

POLICY

The Board of Education is responsible for the development of policies in keeping with the requirements of government legislation and the beliefs and values of the Board. In order to meet its responsibility, the board shall establish and maintain written policies which express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Board. Board of Education policies constitute the will of the Board in determining how the Division will be operated.

The Board of Education shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education, and compliance with the *Education Act* and other legislation.

REGULATIONS

1. Adopting of new policies or changing existing policies is the sole responsibility of the Board of Education.
2. Although the Board of Education reserves the authority and responsibility to determine and adopt policies, it also believes in seeking input regarding draft or proposed policies from various stakeholders.
3. Board of Education policies will be subject to periodic review and revision as necessary to meet changing needs. Policy development is an ongoing process.
4. The Board of Education delegates to the Director of Education the responsibility for initial drafting of all new and revised policy statements.
5. Draft policy statements will normally be reviewed by the Board of Education at least twice prior to adoption.
6. Formal motions of adoption of policies will be recorded in the minutes of the regular meetings of the Board of Education.
7. Adopted policies will be referenced to the appropriate legislation, including the *Education Act*.
8. The Board of Education shall compile an official policy manual, which shall include all current policies approved by the Board of Education.

ADMINISTRATIVE PROCEDURES FOR POLICY DEVELOPMENT

1. Parent groups, school division employees, student councils, school community councils, and others interested in the education system are invited to submit suggestions or recommendations in regard to new or existing policy. Such suggestions or recommendations shall be submitted in writing to the Director of Education and include a statement of purpose or rationale.
2. Policy development or revision may also be initiated as a result of a public consultation, survey, or needs assessment.

3. The Director of Education shall present the proposal for new policy or policy revision to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Director of Education will initiate such development or revision.

4. Reading of Policies:
   a) First Reading: The draft policy will be presented by the Director of Education at a Board meeting. The draft policy may be discarded, amended, or distributed through the consultation phase.
   b) The consultative phase will provide an opportunity for various stakeholders to discuss, review, and provide feedback regarding new or revised policy statements.
   c) Second Reading: The Director of Education will present The First Reading Policy to the Board of Education with a summary of responses, advice, judgments, or counsel. The Board may amend the policy, defer passage for another review, or pass it as originally prepared for the consultation phase.

5. The Director of Education is responsible for communicating Board of Education policies and administrative procedures within the Division, and as appropriate, outside the Division; for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the Board of Education; and for making recommendations to the Board of Education for revision.

6. The Director of Education must develop administrative procedures and may develop other procedures as deemed necessary for the effective operation of the Division. These must be in accordance with Board of Education policies.

7. The Board of Education may instruct the Director of Education to change a Board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the Director's discretion.