



Policy Section: **Trusteeship and the Board**

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Policy Name: **Policy Initiation, Identification, Development, Implementation, and Review**

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Policy Statement

It is the policy of Keewatin-Patricia District School Board that policies will be in place, where needed, to promote the ultimate goal of the Board to ensure that students come first, provide quality education for all of our students, and to support the Board's Vision Statement. Policies will be developed, implemented, and reviewed through a process that is consistent with the guidelines and procedures contained herein. Policies developed through this process should reflect rigorous standards against which all individuals within the Board can be held accountable.

Rationale

The Keewatin-Patricia District School Board recognizes the need for clear, effective policies to provide direction and focus for decision making and action while supporting the implementation of policy requirements through Board operational procedures. 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.

1. A policy of the Board should:

- a) Reflect the Board's Vision Statement and Principles of Operation, and support the basic philosophy and values of Keewatin-Patricia 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;

Cross Reference:

www.kpdsb.on.ca

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Reviewed: 08/03/2005; 04/03/2008;
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- f) Reduce inconsistency and duplication by establishing clear criteria and parameters for administrative, employee, and student actions;
- g) Allow for appropriation of relevant operating procedures to enable fluid administration of legislative and compliance responsibilities;
- h) Become procedure after the recommendation of administration and with prior approval of the Board.

Guidelines

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 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 (i.e., school policies).
2. Each Board policy shall:
 - a) Be consistent with the Board Vision Statement and Principles of Operation of the Board;
 - b) Provide rationale;
 - c) Be written in clear, concise, 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.
3. Board policies should:
 - a) Be designed in a standard format;
 - b) Be reviewed according to prescribed procedures;



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- c) Be developed by involving individuals who are clearly identified by the Board;
 - d) Be clear on how they are to be implemented.
4. Trustees, employees, and students are responsible for ensuring that any decisions or actions taken conform to Board policy.

Procedures for policy initiation, development, implementation, and review are found in Appendix A – Procedural Guidelines.



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Appendix A – Procedural Guidelines

Policy Process – Identification/Development/Implementation/Review

1. Responsibility for Policy Identification/Development/Review

- a) The Board will facilitate the policy development and review process. The Board will:
- i) Identify new policies that should be developed;
 - ii) Determine the appropriate methodology for development or review of policies;
Methods may include, but are not limited to:
 - Formation of an ad hoc committee
 - Designating individuals and/or committees of the Board who will assume responsibility
 - Designating appropriate stakeholders who should be involved
 - iii) Review policies;
 - iv) Consider policies for final approval;
 - v) Adopt policies for implementation.

From time to time, policies may be referred back to the staff with suggested areas for revision.

- b) Senior administration responsibilities included:
- i) Identifying the requirements for the development of policy within their specific areas of responsibility
 - ii) Working with the Board in the development and review of policies as appropriate
 - iii) Ensuring that policies are implemented in accordance with the provisions contained therein
 - iv) Working with the Director of Education to develop a schedule for policy development and review, ensuring that policies are reviewed regularly and at least within five (5) years from the effective date
 - v) For purpose of legislative compliance and fluid implementation, developing for the Board, appropriate procedures emanating from policies.

2. Implementation of Policy

- a) On approval by the Board of Trustees, the policy will become part of the Policy Manual.



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- b) Policies that have been approved by the Board will be posted on the Board website for immediate access by the system and the public. The public shall be provided with copies of the policy(ies) at the school, or at the Board's Administrative office upon request.
- c) If the approved policy has further implementation implications, the Director of Education will assign responsibility to a senior administrator as appropriate.
- d) The Director of Education is responsible for the monitoring of the organization's adherence to the provisions of the policy and reporting the results to the Board as appropriate.

3. Policy Format

- a) All policies will include a policy statement and rationale. Guidelines and/or appendices may form part of the policy.
- b) Each policy will include:
 - i) Policy name and number;
 - ii) Policy statement and rationale;
 - iii) Guidelines/appendices where necessary;
 - iv) Cross reference to other policies, if necessary;
 - v) Date approved;
 - vi) Date for review.