

POLICY MAKING

Background

The Board is responsible for the development of the educational goals and policies representative of the community and in keeping with the requirements of government legislation. 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, the Superintendent, students, electors and other agencies.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements within the *Education Act* and provincial legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines and direction to guide the Division and to provide the opportunity for the Superintendent to exercise the professional training and experience in the administration of the Division.

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

Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy and identify the critical attributes of such a policy.

Development

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

Implementation

The implementation of the policy is an administrative responsibility.

Evaluation

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

Procedure

1. Any person or party may present a proposal for a policy in writing to the Superintendent. The proposal shall contain a brief statement of purpose or proposed change.
2. The Superintendent shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development, the Board will direct the topic to an individual or committee to prepare a draft policy for Board debate.
3. The recommended draft policy shall be placed on the agenda of a regular Board meeting.
4. The Board will give each proposal for policy development or amendment three readings in public session as follows:
 - 4.1. First Reading
 - 4.1.1. The policy proposal is presented and discussed by the Board. Clarification and direction are given for additional information.
 - 4.2. Second Reading
 - 4.2.1. The policy proposal is presented and discussed further by the Board, taking into consideration any clarification or additional information provided. Amendments may be made.
 - 4.3. Third Reading
 - 4.3.1. Merits of the proposal, including amendments, are debated. The proposal, together with amendments, is approved or rejected. If the proposed policy is rejected, the Board may direct further development or may choose to eliminate the proposed policy.
5. No more than two readings of any policy proposal may be given at any one meeting of the Board unless all the trustees are present and unanimously agree to move the policy to third reading.
6. The Superintendent is responsible for communicating policies within the Division; for monitoring Division policies on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
7. The Board can choose to develop new policy or amend policy at any time, following the process outlined in this policy. All Board policies shall be reviewed in the third year of each four-year term

whereby the Board will compare each policy to other Board's policies and recommend changes and updates as deemed necessary.

8. All Board policies shall be publicly available and posted on The High Prairie School Division (HPSD) website.
9. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management, and operation of HPSD. Such decisions carry the weight of policy until such time as specific written policy is developed.
10. The Board may request that the Superintendent change an administrative procedure to a draft Board policy and will provide the rationale for the same.
11. The Superintendent must develop administrative procedures as specified in Policy 10 and may develop such other procedures as deemed necessary for the effective operation of HPSD; these must be in accordance with Board policies.
12. The Superintendent must inform the Board of any changes to administrative procedures by including them on the next Board agenda following publication to the HPSD website.
13. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

Legal References

Education Act, Sections 52, 53

Approval Dates

December 2005, 2006, 2007, 2008, 2011, 2014, April 2017, March 2020, April 2023

Revision Dates

December 2008, November 2013, March 2020, April 2023