

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Board Policy Development	CODE: BF
LEGAL STATUS: Board Motion 06.09	DATE APPROVED: 25 Oct 99 12 Jan 09

Background: The Board of Education has the prime and sole responsibility to adopt policies that are in the best interest of the Prince Albert Roman Catholic Separate School Division. Policies are necessary in order to guide and respond to the needs of our school community.

POLICY: **The Board of Education will develop policies that are in the best interest of the school division.**

- Guidelines:**
1. Each policy will:
 - 1.1 be guided by Gospel values and Church teachings;
 - 1.2 recognize and adhere to the governance of the Ministry of Education and be consistent with the *Saskatchewan Education Act and Regulations*, previous board policies, and other provincial and/or federal legislation.
 - 1.3 provide direction for school division staff, where necessary.
 2. The policy development process will:
 - 2.1 be subject to evaluation by the Board of Education often and will be revised when deemed necessary or as per review date identified in each policy;
 - 2.2 provide an opportunity, where appropriate, for the individuals most affected by a policy or responsible to administer a policy to be consulted before the policy is finalized.

- Procedures:**
1. The Board directs that these steps be followed in policy development:
 - 1.1 The expression of the need for policy from any source is to be communicated to the Director of Education.
 - 1.2 The Director of Education will document the need, gather background information and provide a recommendation to the Board as to whether or not there is a need for policy.
 - 1.3 The Board of Education will decide whether or not there will be a policy addressing the described need.
 - 1.4 If the Board of Education decides to develop a policy then the Director of Education will be responsible to prepare a draft policy.
 - 1.5 The Director of Education may decide to have the Administrative

- Council and/or Administrative Group respond to the draft policy;
- 1.6 The Director of Education will submit the draft policy to the Board, and indicate who has been consulted and what level of public involvement there has been.
 - 1.7 The Board of Education will act in one of the following ways:
 - accept policy
 - accept policy in principle and thereby involve public as they see fit
 - reject policy
 - amend the policy, then accept
 - refer to Director of Education for further work
 - 1.8 Final decision will be made by the Board in a regular school board meeting.
2. The Director of Education will ensure that all policies adhere to the following format:
 - 2.1 Background Statement – links the policy to the philosophy of the school division and our work in Catholic education. It provides a rationale for the policy.
 - 2.2 Policy Statement – one or two lines indicating the intention and the direction for action.
 - 2.3 Guidelines – guiding principles that will allow a certain degree of professional discretion and interpretation in carrying out Board policy. The key characteristics of the intent of the policy will be described.
 - 2.4 Procedures/regulations (when necessary) to outline the steps required to implement the policy. Since procedures are administrative directives, all changes will be approved by the Director of Education and need not be brought to the attention of the Board of Education. However, any administrative change(s) that exceed the guidelines must be submitted to the Board of Education by the Director of Education.
 - 2.5 Definitions – selected definitions are included, as required, to ensure that the meaning of terms are understood. It is important to note the difference between mandatory and discretionary action by the use of such terms as: “will” or “must” referring to mandatory action, and “should” or “may” referring to discretionary action.
 - 2.6 Cross Reference – other manuals, provincial legislation and handbooks may be mentioned which provide additional information in regard to a particular policy.

3. The Director of Education will ensure that all policies be typed on approved policy format, classified and coded according to Saskatchewan School Boards Association's adaptation of the National School Boards Association's classification and coding system.
4. Communication process: The Director of Education will be responsible for communicating the policy and, where necessary, the relevant background information to all school communities by updating policy manuals, as well as by means of the school division's website.
5. In the absence of policy, the Director of Education is entrusted the responsibility of implementing an interim policy that will be addressed at the next Board meeting.