

## **POLICY AND REGULATION DEVELOPMENT PROCESS**

The Board should adopt clearly defined written policies based on a thorough understanding of the educational process in the community and its schools. The process shall be the responsibility of the Human Resources and Policy Committee and its administrative representatives, who shall be responsible for recommending policy to the Board.

In formulating policies, individuals or groups who may be affected by the policies will be consulted. After First Reading of a draft policy by the Board at a Regular Meeting of the Board, policies and regulations shall be circulated for consultation to employee groups, parent councils, and other parties as deemed appropriate.

### **Staff Involvement in Policy Development**

It shall be the policy of the Board to encourage employee input into the process of policymaking in the school division. The Superintendent is authorized to establish such committees as deemed necessary to consider and recommend policies for the proper functioning of the Division.

### **Student Involvement in Policy Development**

The School Division views student participation in school affairs as an extension of the educational process. The Division will encourage students to participate through planned programs and procedures in the government of the school. As citizens, students have the right to acquire an education appropriate to their interests and potential, and they have the responsibility to assist in the development of regulations for student conduct that provide for an educational climate conducive to the accomplishment of worthwhile educational goals and objectives.

### **Community Involvement in Policy Development**

The Board recognizes that proposals regarding policies may originate with a member of the Board, the Superintendent, staff members, parents, students, consultants, civic groups or other residents of the Division and likewise may have impact on persons outside the school community. Therefore, when deemed appropriate, the Board shall invite input from members of the community.

While endorsing the concept of staff, student and public involvement through consultation and collaboration, the nature and extent of any involvement in decision-making shall rest solely with the Board.

*Accomplish Anything*

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## **Attorney Involvement in Policy Development**

The Superintendent will seek legal counsel when, in the opinion of the Superintendent or in the opinion of the Board, there may be a question of legality or proper legal procedure in the development of a proposed school board policy. The Superintendent or designate will be responsible for recasting group consensus about policy recommendations into acceptable written form for further deliberation and /or action by the Committee and/or the Board.

## **Policy Review**

Since changing conditions bring changing needs, the Board should periodically review policies. The review, adoption and amendment of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

## **Policy and Regulation Approval**

Policies and regulations shall be brought before the Board and approved in accordance with Section IX.5 of the Board's Procedural Bylaw. The formal adoption of policies shall be recorded in the minutes of the Board and noted on the approved policy. Only those statements so adopted and recorded shall be regarded as official Board policy.

## **Policy Dissemination**

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative procedures required to put these policies into effect.

Accessibility to policies shall be extended, insofar as is conveniently possible, to all employees of the school system, to members of the Board, and to persons living in the Pembina Trails School Division.

The Board's policy manual shall be considered a public record. A Master copy shall be available during regular business hours at the Administration Office and a copy shall be accessible through the Division's web site.

## **Regulation and Administrative Directives**

The Board recognizes that while it is a policy making body, the execution of policy and regulation is properly delegated to employed professional administrators. The preparation of administrative directives to accompany policy and regulation shall therefore be the responsibility of the Senior Administration Team. All such administrative procedures, and supporting documents, shall be provided to the Board prior to inclusion in the policy manual.

*Accomplish Anything*

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