

Issue Date	June 15, 2015
Effective Date	October 21, 2021
Revision Date	
Review Year	2026

POLICY DEVELOPMENT

Background

Board Policies are one way the Board of Directors (the Board) provides the administration and staff with a framework within which to discharge their responsibilities and duties in order to achieve the outcomes sought by the Board, pursuant to the School's Charter and current legislation and associated regulations. Policies also serve as a source of information and guidance to all that may be interested in or concerned with the school.

Purpose

To provide clarity about the development and approval of Board Policies.

Policy Statement

The Board is responsible for the development of policy, which governs the operations of Aurora School. Written policies shall constitute one way in which the Board exercises its governance of the school. The Board will endeavour to make policy decisions that are student-centred. All policies are approved by Board motion.

The Policy Committee must include a Board representative, the Superintendent (or designate), and the Principal of each school (or designate).

The policies of the Board shall be aligned with the vision, mission, values, Charter document, articles of association, and all relevant current legislation and regulations.

1. Board Policies are statements of intent, beliefs, expectations and principles regarding areas of Board responsibility, adopted by the Board to guide actions. They guide the desired operation of the school by creating a framework for the superintendent and staff to carry out their responsibilities.
2. Administrative Regulations are the guidelines, directions, procedures and assignment of responsibilities established by the Superintendent of Schools (Superintendent) in order to implement Board Policies and achieve desired outcomes for operation of the school. They set out the guidelines, practices, procedures, and requirements for implementation of Board Policies.

Guidelines

1. The decision to initiate a policy change, that is, the development of a new policy or the review of an existing Board Policy that may result in policy affirmation, amendment or rescission, resides with the Board.
2. The Board may at any time adopt new or revise existing policy to:
 - a. comply with legislative requirements;
 - b. give substance to the Board's vision, mission and priorities;
 - c. provide the Superintendent with parameters for the effective operation of the school and to inform and guide actions of staff;
 - d. provide the Board with parameters for effective governance; and
 - e. articulate the school's culture and communicate its values and philosophy to students, parents and the public.

3. All Board Policies shall:

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- a. conform to the *Education Act* and regulations, policies and orders issued under the authority of the *Education Act*, and other relevant provincial and federal legislation;
 - b. consider the best interest of students;
 - c. support the Board's vision, mission and priorities;
 - d. be consistent with other Board Policies;
 - e. create a framework within which the Superintendent can exercise professional judgment in discharging responsibility for the administration of the school;
 - f. be capable of implementation, review and evaluation.
4. All Board Policies shall have a consistent format and the following sections as appropriate:
 - a. Background/Purpose: a statement indicating the intent and rationale for the policy;
 - b. Definitions: definitions of terminology used specific to the understanding of the policy statement;
 - c. Policy Statement: statements of belief, values and philosophy or approach;
 - d. Guidelines: statements of specific expectations, outcomes or results to be achieved by the Board itself or by the Superintendent and the staff;
 - e. Accountability: a statement of how the effectiveness of the policy implementation will be measured and reported to the Board; and
 - f. References: a listing of references pertinent to the understanding of the policy such as related legislation, policies and administrative regulations.
 5. All policies will be reviewed every five years or earlier, or when necessary.
 6. Stakeholders may, at any time, request through the Superintendent or Board Chair that the Board give consideration to the development of new policy or to an amendment to an existing policy.
 7. The Board may, at any time, suspend a policy.
 8. The Board may, under exigent circumstances, invoke a new policy without the customary three readings.
 9. The Board will form a Policy Committee to assist the Board in policy development, revision and/or review, and will set suitable procedures to allow for input from all stakeholders.
 10. In exigent circumstances, the Superintendent may take immediate action in the absence of policy direction. At the next meeting of the Board, the action taken shall be confirmed, modified, or rejected as an appropriate future action.
 11. The Superintendent shall be responsible for establishing and maintaining Administrative Regulations in the form of written directives, procedures and assignments of responsibility that direct the implementation and achievement of desired outcomes of Board Policies.
 12. All Administrative Regulations shall:
 - a. conform to the *Education Act* and regulations, policies and orders issued under the authority of the *Education Act* and other relevant provincial and federal legislation;
 - b. support the Board's vision, mission and priorities;

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- c. consider the best interest of students;
 - d. be consistent with other relevant Board Policies and Administrative Regulations;
 - e. be capable of implementation, review and evaluation;
 - f. be developed and reviewed with appropriate consultation and collaboration; and
 - g. clearly assign responsibilities by function, department or position title to ensure accountability for implementation.
13. All Administrative Regulations shall have a consistent format and the following sections as appropriate:
- a. Objective: a statement indicating the intent and rationale for the regulation;
 - b. Definitions: definitions of terminology used specific to the understanding of the administrative regulation;
 - c. Responsibility: statements assigning responsibility for specific aspects of implementing the administrative regulation;
 - d. Regulation: the rules that shall or may be followed by staff, students, parents or others.
 - e. References: a listing of references pertinent to the understanding of the administrative regulation such as related legislation, policies and administrative regulations.
14. The Superintendent shall inform the Board of new Administrative Regulations or substantive changes to existing regulations before the regulation is made public.
15. The Superintendent shall be responsible for establishing and maintaining a plan to ensure that board members, employees, students, parents, and any other interested individuals or groups have access to Board Policies and Administrative Regulations.

Procedures

A. Review of Current Policies

1. In September of each year, the Superintendent will advise the Board and all stakeholders of those policies that, pursuant to the five-year review cycle, are under review during the current school year.
2. Policies under review will be discussed by the Policy Committee which shall:
 - a. recommend that the policy continue in force;
 - b. recommend that the policy be deleted because it is redundant;
 - c. make minor wording and formatting amendments that do not change the substance or intent of the policy; or
 - d. advise the Board that significant changes in substance or intent are necessary. In this case, procedures as outlined in Section B will be followed.

B. Policy Development and Policy Amendment

1. The steps in policy development or amendment that will normally be followed are:

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- a. Proposed policies or policy amendment will be developed under the direction of the Board by the Policy Committee. The Policy Committee may meet with stakeholders as part of the development process.
 - b. Proposed policy or policy amendment will then be referred to the Board.
2. Comments or suggestions on a proposed policy or policy amendment submitted to the Superintendent will be forwarded to the Policy Committee for discussion.
 3. Secretary to the Policy Committee (or designate) will make policies under development available to staff.
 4. If the proposed policy or policy amendment is not approved by the Board, the Board may:
 - a. approve the policy in its original form;
 - b. amend the policy and then move approval of the amended policy;
 - c. refer the policy to the Policy Committee with instructions for reconsideration;
 - d. take no further action.

C. Administrative Regulations

1. The Superintendent reserves the authority and responsibility for the preparation and approval of all Administrative Regulations.
2. The Superintendent is responsible for establishing and maintaining a plan for Administrative Regulation development and the ongoing review and renewal of Administrative Regulations.
3. In September of each school year, the Superintendent will advise the Board and all stakeholders of those Administrative Regulations that, pursuant to the five-year review cycle, are under review during the current school year in conjunction with the policy review cycle.

Reference

Education Act