
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	BF
Policy Title:	Policy Development
Cross Reference:	BCE
Legal Reference:	<i>Education Act</i>
Adoption Date:	April 27, 1995
Amendment or Re-	August 26, 2019
affirmation Date:	October 28, 2019

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES ONE OF ITS PRIMARY FUNCTIONS IS TO ESTABLISH POLICIES AND TO ASSIGN RESPONSIBILITY FOR THEIR EXECUTION AND IMPLEMENTATION. WRITTEN POLICIES SHALL CONSTITUTE A BASIC METHOD BY WHICH THE BOARD EXERCISES ITS LEADERSHIP IN THE OPERATION OF THE SCHOOL SYSTEM. IN FORMULATING POLICY, CAREFUL ANALYSIS OF THE SUBJECT WILL BE UNDERTAKEN, ALTERNATIVES WILL BE CONSIDERED, AND RELEVANT GROUPS WILL BE CONSULTED.

REGULATIONS

1. The Board shall assure that at minimum the following are invited to become members of the Policy Advisory Committee:
 - 1.1. Superintendent – Chairperson;
 - 1.2. Two trustees;
 - 1.3. One principal - selected by members of the Administrative Council;
 - 1.4. One teacher - selected by the ATA Local Council;
 - 1.5. One support staff member, selected from CUPE membership, and
 - 1.6. One parent - selected from members of the Division Council of School Councils.
2. Individual appointments to the Policy Advisory Committee shall be reviewed annually.
3. All policies shall be formatted using the following sections: policy, definitions, guidelines and regulations, and appendices.
4. The need for policy or policy revisions may be identified by the Board of Trustees, teachers, administrators, other employees of the Board, governmental agencies, pupils, parents or other interested persons or bodies.
5. This need shall be directed to the Superintendent of Schools. If warranted, the Superintendent or designate shall prepare a draft policy statement.

Policy BF - Policy Development, Cont'd.

6. The draft policy shall be presented to the Policy Advisory Committee who will approve/revise it before it is circulated for wider response.
7. The draft shall be circulated to all principals and any other person or groups directly affected by the policy who shall be invited to provide additions, deletions or other revisions to the draft policy.
8. The draft policy along with all input received shall be referred to the Policy Advisory Committee who shall revise the policy based on the input received and their own personal judgment for presentation to the Board.
9. The Board shall:
 - 9.1. approve the policy at which time it shall become official Board policy and be distributed as required;
 - 9.2. refer the policy back to committee for further work; or
 - 9.3. reject the policy.
10. The Board may exclude steps 5 - 7 and deal with the policy directly if:
 - 10.1. The policy is exclusive to Board operation and governance;
 - 10.2. The revision does not change policy intent or procedure.
11. All policies shall be reviewed at least once every 5 years and reaffirmed, revised or deleted. Policy development is a continuous process.

Policy BF - Policy Development, Cont'd.

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Policy Development Flow Chart

