



BOARD POLICY No. GOV 10	
Adopted	March 25, 2014
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Review Date	
Board Motion	18-R83

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## POLICY DEVELOPMENT AND REVIEW

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### 1. RATIONALE

This governance policy clarifies the intent and governing principles for the development and review of Board policies. It also describes the variety of documents that guide all activities within Rainbow District School Board.

### 2. DEFINITIONS

**Board Policies:** Board policies are statements of intent, governing principles, or end results adopted by the Board in public and intended to guide future actions. They provide vision and direction for all activities within Rainbow District School Board and directions for how the Board itself is to function. They address non-delegable matters such as policy-making, selection of the Director of Education, and the Director's performance appraisal. Board policies provide a framework for the effective operation of the district and a support for consistent decision-making by the Director of Education and staff.

**Governance By-Laws:** The Governance By-Laws establish rules for Board governance such as the role of the trustee, order of procedure, establishment of regular and special committees, and rules for electronic meetings.

**Administrative Procedure:** An administrative procedure is a prescribed course of action by which the Director of Education directs the staff. Administrative procedures supplement Board policy and must be entirely consistent with Board values, policies, and priorities. A guideline or implementation handbook may also serve as an administrative procedure or support such a procedure.

**Guideline:** A guideline is an administrative instruction issued by the Director of Education or designate which prescribes a specific course of action to be taken in a given situation, or provides additional detail about the implementation of an administrative procedure.

**Implementation Handbook:** An implementation handbook is a collection of administrative instructions issued by the Director or designate which consolidates implementation for staff and others in a particular field. For example, the Director or a superintendent might issue a Special Education Handbook or a School Council Handbook. A handbook may also be a similar collection issued by a principal for the school staff, students, and parents.

**Protocol:** A protocol is a document, which sets out the rules for interaction between the Board of trustees or the staff and outside agencies. For example, a protocol is an effective way of establishing linkages and formalizing relationships between district personnel and

community agencies that deliver prevention and intervention programs. A Police Protocol confirms working relationships between a school district and police services.

### **3. POLICY**

#### **POLICY DEVELOPMENT**

- 3.1 Board policies provide an appropriate balance between the responsibility of the Board to develop directing principles for the system, and the opportunity for the Director of Education to exercise professional judgment in the administration of the district.
- 3.2 The Board shall establish specific policies to guide the actions of the Director of Education and staff. These policies shall be broad enough to allow flexibility in dealing with diverse situations at appropriate expense, while ensuring consistency across the system.
- 3.3 Policy may be developed for the following purposes:
  - a) to give substance to the Board's Vision, Mission, and Values Policy and Strategic Directions for Rainbow Schools;
  - b) to make a public statement by which the Board can be held accountable;
  - c) to comply with legislated requirements; and/or
  - d) to set broad parameters for the Director to establish administrative procedures.
- 3.4 Policies shall be consistent with the Board's Vision, Mission and Values Policy and Strategic Directions for Rainbow Schools.
- 3.5 Policies shall be readily available and accessible to Board employees, students, and the public on the Board's website.

#### **POLICY REVIEW**

- 3.6 The Board, with the assistance of the Director of Education, shall periodically measure the effectiveness of Board policies and their implementation, and shall develop a review process that includes a process for revising Board policy as required.
- 3.7 The Director of Education is responsible for ensuring that any policy revisions made by the Board are announced and posted on the Board website.
- 3.8 Once a policy has been approved or amended by the Board, all former policies or Board motions that are superseded in whole or in part by the new policy or amendment shall be considered revoked.

**4. BOARD EXPECTATIONS**

- 4.1 The Director of Education or designate ensures that Board policies are written according to Board direction and that they come to the Board for approval.
- 4.2 The Director of Education is authorized to issue administrative procedures to implement Board policy and the Director is responsible for the implementation of the procedures.
- 4.3 The Director may also develop such other independent procedures as deemed necessary for the effective operation of the district. All administrative procedures must be entirely consistent with Board policies.
- 4.4 The Board may also delete a policy and subsequently delegate the Director authority over this area. The Director may choose to develop an administrative procedure relative to the matter that has been delegated.
- 4.5 Policies shall be current and up to date. Policies will include a template to insert the dates that policies were adopted and last reviewed/revised.
- 4.6 Policies will include a list of legal references and cross-references to any applicable Board documents, such as related administrative procedures.
- 4.7 Policies will be expressed in simple, straightforward language and avoid acronyms.

**REFERENCE DOCUMENTS****Legal:**

*Education Act: sections 169.1-171 Duties and Powers of Boards*

*Education Act: S 283 Chief Executive Officer*

*Education Act: S 286 Duties of Supervisory Officers*

**Board:**

Board Governance Policies

Board Governance By-Laws

Administrative Procedures

*Strategic Directions for Rainbow Schools*