

Policy Title	The Development and Implementation of Board Policy		
Date of Issue	February 3, 1998	Related Procedure	
Revision Dates	April 17, 2001; February 21, 2012 (rev. Rationale-Strategic Plan); June 19, 2012; February 17, 2015; February 16, 2021	Related Forms	
Review Date	February 1, 2026	Originator	Board of Trustees
References			
Education Act, s.169.1; Bluewater District School Board Inclusive Language Guidelines			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies impact the entire organization, its students, families, and communities. It is a key responsibility of the Board of Trustees to develop, review, and direct the implementation by staff of policies that will support and provide direction necessary to achieve the board’s Vision, Mission, and Strategic Plan priorities.

2.0 POLICY

- 2.1 Board policies shall be consistent with the board’s Vision and Mission statements, Strategic Plan priorities, and shall comply with the Education Act, regulations, and other statutory requirements.
- 2.2 This policy will be administered by the Director of Education and shall govern the development and implementation of board policy, providing broad guidelines for effective operation, and a framework for consistent decision making by all Bluewater District School Board staff.

3.0 DEFINITIONS

- 3.1 **Administrative Procedure**
- Developed by Administrative Council, it is a specific course of action, emanating from board policy, that must be taken by staff in a given situation and will be considered standard practice.
- 3.2 **Cyclical Review**
- A five-year policy review cycle, established to ensure the regular review of Bluewater District School Board policies, will be followed, unless otherwise required by system need or mandated by legislation.
 - The cyclical review process typically involves a system review (see section 3.8).
- 3.3 **Development History**
- Records when a policy was issued, revision dates, and a suggested review date.
- 3.4 **Policy**
- A position adopted by the Board of Trustees that will guide and determine decisions and actions made throughout the organization.
- 3.5 **Policy Identification**
- The title, number, and section designation of a policy.

- 3.6 Policy Standing Committee
- The Policy Standing Committee membership consists of trustees appointed or elected to represent board interest. The roles and responsibilities of the Policy Standing Committee are detailed in section 4.5 (b).
- 3.7 Rationale
- Clarifies the background or scope of the policy.
- 3.8 System Review
- A system review is typically part of the cyclical review process, unless the policy being reviewed has limited flexibility in language and/or implementation due to legislation or Ministry of Education requirements.
 - The system review process involves direct invitations to specific stakeholder groups for feedback regarding board policies.
 - Requests for feedback through the system review process are also posted on the board website under 'Policies Under Review'.
 - Typically, feedback specific to a system review is accepted during a defined eight-week time period.

4.0 SYSTEM EXPECTATIONS

4.1 Identification of Topic and Assessment of Need for Policy

- a) The identification of topics requiring a policy may come from any source (e.g., the Ministry of Education, Board of Trustees, board committees, Administrative Council, school administrators, federation or union presidents, staff members, students, parents, school councils, Parent Involvement Committee, etc.).
- b) Administrative Council will analyze the topic in order to make a recommendation to the Policy Standing Committee as to whether a system policy is required. A topic will be considered for policy development if any the following criteria apply:
- i. The topic is related to the board governance or Board of Trustees/Director of Education relationship.
 - ii. The topic dictates what the organization will do and would not be appropriately handled through procedure alone.
 - iii. The proposed board policy is required by law or requested by the Board of Trustees or Director of Education. The Education Act and its Regulations set the legal parameters for board decision making and action. A policy which restates the Education Act and its Regulations is not required.
- c) The final determination that a topic needs to be addressed in a board policy is made by the Policy Standing Committee, upon the recommendation of Administrative Council, or as directed by the Board of Trustees.

4.2 Policy Development

- a) All Bluewater District School Board policies shall be written to reflect and/or include the following:
- i. policy identification information;
 - ii. related administrative procedures and forms;
 - iii. development history;
 - iv. references;
 - v. originator information;
 - vi. statement of support regarding the board's Vision, Mission, and Strategic Plan priorities;
 - vii. statement of rationale for the policy; and

- viii. system expectations.
- b) Policies shall be written in language that is as simple, concise, and as inclusive as possible.
- c) Policies shall be compliant with all legal and legislative requirements, and will be consistent with the board's Vision, Mission, and priorities.
- d) Policy development and revision may include a consultation process, through a system review with various stakeholders, where identified as required or appropriate.

4.3 Implementation

- a) The Director of Education, Administrative Council, managers /supervisors, and school administrators have direct responsibility for the communication and implementation of board policy. There is also an expectation that all Bluewater District School Board employees will be held accountable for the implementation of board policy.
- b) Implementation details and expectations will be communicated to all school administrators, union and federation presidents, staff members, and others as required.
- c) Board policies will be made accessible to all employees and members of the public via the board website.

4.4 Cyclical Review

- a) Bluewater District School Board is committed to continuous improvement of the process of policy development and implementation. All policies of the board will be subject to the cyclical review process, unless otherwise mandated or required.
- b) Annually, the Policy Standing Committee will be presented with a list of the policies due for cyclical review during that school year. Regardless of this list, a policy can be identified for review outside of this cyclical review process if a system need is identified or legislated.

4.5 Roles and Responsibilities

- a) The Board of Trustees shall:
 - delegate to the Director of Education the authority to develop and operationalize administrative procedures to address all issues other than topics related to board governance and the Board of Trustee/Director of Education relationship.
 - approve new and revised board policy, per the recommendation of the Policy Standing Committee.
 - approve the rescinding of board policy, per the recommendation of the Policy Standing Committee. They may subsequently delegate the Director of Education authority over this topic. The Director of Education may choose to develop an administrative procedure relative to this topic.
 - forward all requests to convert an administrative procedure into a draft board policy to the Director of Education and will provide the rationale for this request.
- b) The Policy Standing Committee shall:
 - receive reports with recommendations from Administrative Council regarding policy development and/or review and revision.
 - review and provide input regarding all new and revised board policies.
 - ensure that new and revised policies are subject to system review, as required or appropriate.

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- review all public input, pertaining to board policy, received through the system review process.
 - make recommendations to the Board of Trustees regarding the approval of new or revised board policies.
 - make recommendations to the Board of Trustees regarding the rescinding of board policies.
- c) The Director of Education shall:
- oversee compliance with the board policy and related administrative procedures.
 - develop administrative procedures as deemed necessary for the effective operation of the board.
 - designate Administrative Council members to be responsible for the development and/or review, implementation, and compliance of board policies and administrative procedures, as defined by their current portfolios.
- d) Administrative Council shall:
- provide recommendations to the Policy Standing Committee regarding policy development and/or review and revision.
 - be responsible for the development and/or review, implementation, and compliance of board policies and administrative procedures, as defined by current portfolios.
 - approve administrative procedures (new or revised) for system use.
 - rescind administrative procedures, as required.
- e) Corporate Services shall:
- support Administrative Council in the development and/or review of board policies and procedures.
 - provide administrative support to the Policy Standing Committee.
 - maintain a central repository of both current and historical board policies and administrative procedures, as per the board's record retention schedule.
 - post approved policies and procedures on the board website.
 - facilitate the cyclical review and system review process.
- f) Managers/Supervisors/School Administrators shall:
- at the school/worksite level, support the implementation, and compliance with, board policies and related administrative procedures.
- g) Board Employees shall:
- comply with board policies and administrative procedures.
- h) Third Party Providers shall:
- comply with board policies and administrative procedures in all interactions with the board, and when on board property.