

PROCESS FOR POLICY DEVELOPMENT	2000
POLICY DEVELOPMENT AND REVIEW POLICY	2010

1. Rationale

Carefully developed and well-constituted policy statements provide a framework for decision-making for the effective operation of the system. Effective policies ensure decisions reflect the responsibility to promote student achievement and well-being, to ensure effective stewardship of the Board's resources and to deliver effective and appropriate education programs to pupils.

It is the intent of this policy to set out a process of policy development/review which will provide for thoroughness and consistency in approach, formulation, and format. It must be recognized, however, that public policy is highly complex, and the process of policy development must allow for flexibility in recognizing the variables of any situation and relevance to the changing environment.

2. The Policy

It is the policy of Lakehead District School Board that policy will be developed/reviewed in accordance with the 2010 Policy Development and Review Policy.

3. Definitions

3.1 Policy: A set of organizational statements, values and perspectives, adopted by Lakehead District School Board, to direct a course of action.

3.2 Procedure: Supporting documentation that prescribes specific courses of action necessary to support Lakehead District School Board policies.

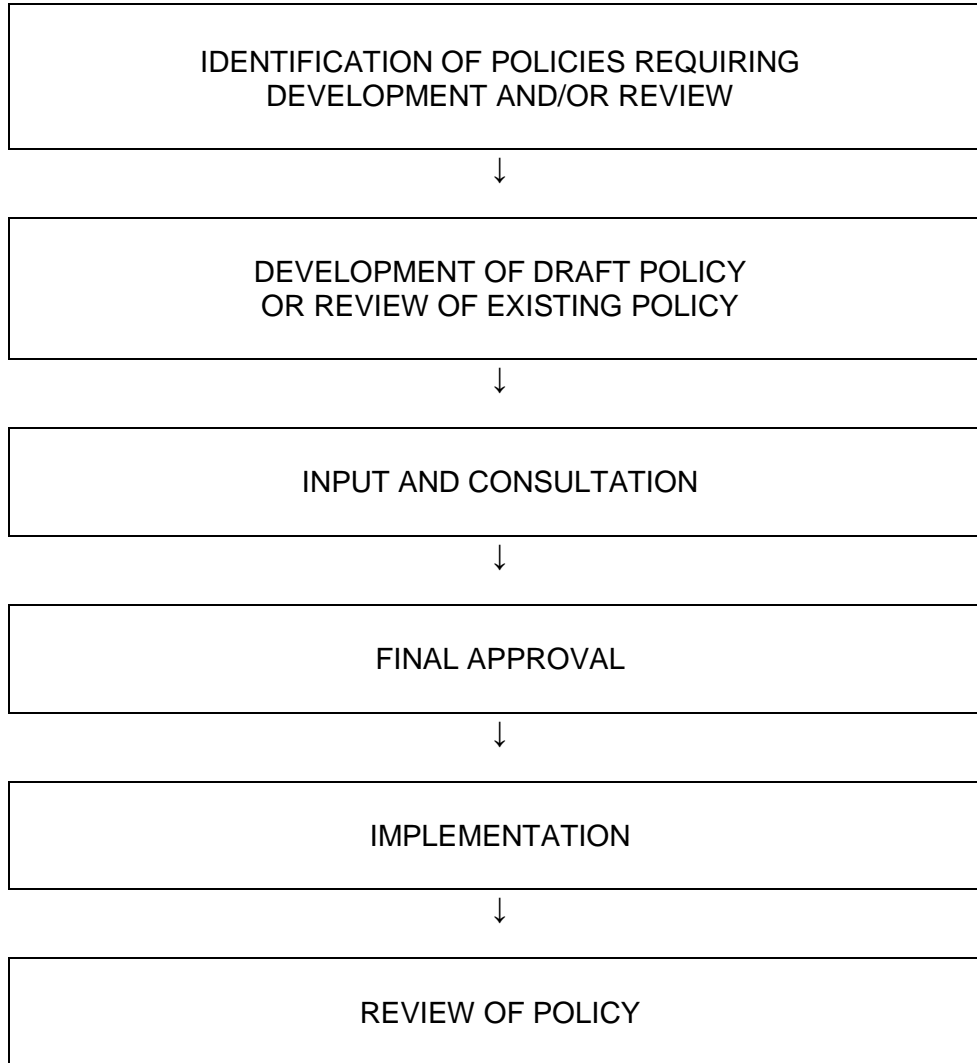
3.3 Practice: Recommended actions that guide the handling of routine situations.

3.4 Constituent(s): Groups or individuals including but not limited to committees of the Board, employee groups and public.

3.5 Consultation: The act of consulting or conferring; deliberation of two or more persons on some matter, with a view to a decision.

4. The Model for Policy Development

The diagram illustrates the major phases of the model.



5. Identification of Policies Requiring Development and/or Review

TRUSTEES	CONSTITUENT(S)	SENIOR ADMINISTRATION	MINISTRY	OTHER GOVERNMENT
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SENIOR ADMINISTRATION PREPARES AN
ANNUAL PLAN OF ACTION



STANDING COMMITTEE CONFIRMS THE POLICY DEVELOPMENT/
REVIEW PLAN



STANDING COMMITTEE RECOMMENDS PLAN TO BOARD FOR
APPROVAL

5.1 The identification of the need for development of a Board policy, or the review or revision of an existing Board policy, may be initiated by the following groups by contacting the director of education/secretary to the Board:

- trustee(s);
- constituent(s);
- senior administration;
- Ministry of Education; and
- other Governments (Federal, Provincial, Municipal).

5.2 All policy initiation requests are received through the director of education/secretary to the Board.

5.3 Senior administration prepares an annual plan of action that outlines the process for managing policies for development and for review.

5.4 The Standing Committee considers policies annually for development or review.

5.5 The Standing Committee will recommend all policies to be reviewed or developed to the Board for approval.

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6. Extenuating Circumstance Clause

Notwithstanding the provisions of this policy, where circumstances arise which, in the opinion of the Board, require immediate action in the best interest of the overall management of the school system, the Board may, with the support of the majority of trustees, alter the details of the policy.

7. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	June 11, 1997	
	<u>Date Revised</u>	
	November 27, 2007	
	May 24, 2011	
	May 22, 2018	