

1. 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.

2. Development and/or Review of Draft Policy, Input and Consultation, and Final Approval

POLICY DEVELOPMENT Senior administration strikes a committee of constituents to develop a draft policy.	POLICY REVIEW Senior administration will determine if a policy should be sent out for input in its current format or whether it is necessary to develop a new policy.
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DRAFT POLICIES OR POLICIES TO BE REVIEWED WILL BE SENT TO CONSTITUENT(S) FOR INPUT



INPUT RECEIVED IS CONSIDERED AND REVISED DRAFT DOCUMENT IS CREATED



ADMINISTRATION PRESENTS THE STANDING COMMITTEE WITH THE DRAFT DOCUMENT SHOWING ANY INPUT RECEIVED



STANDING COMMITTEE PROVIDES INPUT TO THE DRAFT POLICY



FINAL DRAFT POLICY IS PRESENTED TO BOARD FOR APPROVAL

PROCESS FOR POLICY DEVELOPMENT

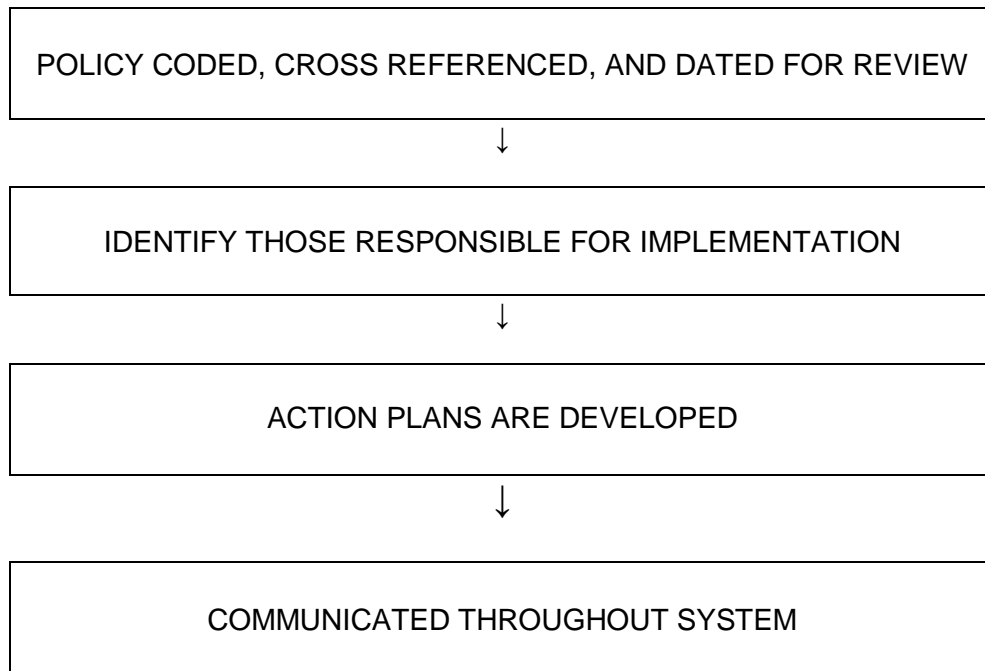
2000

POLICY DEVELOPMENT AND REVIEW PROCEDURES

2010

- 2.1 Senior administration develops and/or reviews policies outlined in the Annual Policy Development and Review Plan, and recommends a plan of action.
- 2.2 Policies approved by the Board for development or review will be sent to constituent(s) for consultation and input. Administration collects, collates and analyzes all input and prepares a draft of the policy under review or development.
- 2.3 Standing Committee receives revised draft policy and a summary of constituent(s) input.
- 2.4 Standing Committee provides input to the draft policy.
- 2.5 Senior administration submits a revised draft policy along with a summary of the input to the Board for discussion and final approval.
- 2.6 If adopted, the policy becomes official.

3. Implementation



PROCESS FOR POLICY DEVELOPMENT	2000
POLICY DEVELOPMENT AND REVIEW PROCEDURES	2010

- 3.1 All policies must be coded and included in the policy manual.
- 3.2 It must be clearly stipulated who is responsible for implementation.
- 3.3 Those responsible must develop action plans and procedures, where appropriate, to implement the intended outcomes of the policy statement.
- 3.4 The specifics of implementation must be dealt with at the suitable organizational level(s).
- 3.5 All constituent groups must be notified of the new policy.

4. Policy Review

- 4.1 A specified review date will be established for all policies.
- 4.2 The Standing Committee shall annually review the status of current policies.

5. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
	June 11, 1997	
	<u>Date Revised</u>	
	March 29, 2000	
	June 12, 2001	
	November 27, 2007	
	May 24, 2011	
	May 22, 2018	