

#### **Policy Development**

Policy is the Board's most effective governance tool. The development of policy allows the Board to oversee and manage the planning and delivery of educational programs and services to the students of the Division. In addition, the Board, through policy, is able to establish a framework for appropriate and beneficial personnel policies.

Policies are principles which outline the course of action the Board wishes to take. The Board believes that these principles must reflect the values and viewpoints of the Division community. To ensure that the Board is aware of these values and viewpoints, the Board of Trustees has established an inclusive policy development system. This system enables all Division committees, parents, staff and students to have a voice in the governance of the Division.

The primary elements of the policy development system in Frontier School Division are:

- A Policy Review Committee shall be established by the Board of Trustees to ensure policy leadership and direction and to ensure policies are current and appropriate to meet Division, community and student needs.
- All proposed new policy or changes in policy shall be circulated, in print and electronically, to school committees, area committees, staff, staff organizations and other interested partners, for their comments and suggestions.
- Adequate time shall be allowed for the review of proposed new and revised policies.
- All comments, suggestions, and recommendations received shall be duly considered by the Board of Trustees.
- Proposals for new policies or changes in existing policies may be initiated in writing by any citizen of the Division, by any school committee or area advisory committee member or by any employee of the Division. The Chief Superintendent is responsible for receiving these proposals and for ensuring that they are brought to the attention of the Board.

#### **Policy Dissemination**

All approved policies shall become part of the Frontier School Division Policy and Procedures Manual. The Chief Superintendent shall be responsible for the dissemination of approved policies and regulations. The Chief Superintendent shall ensure that:

- The policy manual is current and available on the Division web site and is easily accessible to school committees, staff, trustees and others.

- School committees are provided with an electronic copy of the manual on the school committee's designated computer in the school.
- Orientation to the manual and training on the computer shall be provided.

The information which appears in the manual on the web site shall be considered current.

**Policy Review and Evaluation**

The Board of Trustees believes that policies must be current and appropriate to meet Division, community and student needs. The Policy Review Committee of the Board, through consultation with staff will identify policies which are obsolete, topics which require development or revision, and make appropriate recommendations to the Board.

Information: [Frontier School Division By-laws, Procedures and Protocols of the Board of Trustees](#)

Adopted September 1, 2009		
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