NEW POLICY DEVELOPMENT PROCEDURE

Individual/group identifies need for new policy

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Brings to attention of their principal/ supervisor/AS or AST

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AS/AST review request for merit, assign OPR/PO and seek approval to proceed from Executive Committee

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Executive Committee authorizes AS/AST to proceed.

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Superintendent informs Board of need and policy drafting is in process

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AS/AST informs PO to proceed

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PO contacts MPG for templates and guidelines

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PO conducts research, collaborates with affected groups and drafts policy

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PO submits draft policy to MPG for review

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MPG submits to Executive Committee for consideration

→ Further revisions required

→ Approval to proceed

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MPG submits to Policy Committee for review and recommendation to Board of Education

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Board receives draft policy and approves in principle/ community feedback

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MPG posts policy on website for 15 working days

→ Substantive changes to policy, required.

→ Substantive changes to policy not required.

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Policy Committee recommends Board approval

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Board approval at Regular Meeting of Board of Education

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MPG distributes/ communicates new policy district-wide

→ MPG incorporates new policy into policy review process

→ Superintendent to orient stakeholders, if required

Legend
AS   Assistant Superintendent
AST   Assistant Secretary-Treasurer
MPG   Manager, Policy & Governance
OPR   Office of Primary Responsibility
PO   Policy Owner