

## POLICY 12

# Policy Making

Policy development is a key responsibility of the Renfrew County District School Board. Policies establish directions for the District, assign authority and establish controls that make board governance and management possible. Policies are the means by which the Board (trustees), its Director and the District are accountable to the community as a whole. Adoption of new policies or the revision of existing policies is solely the responsibility of the Board.

The Renfrew County District School Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and by compliance with the Education Act and provincial legislation. The Board also believes that the development and review of policies are enhanced when the process allows for the ongoing participation of employees.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to inform the District (i.e., Strategic Plan) and the opportunity for the Director of Education to exercise professional judgement in the administration of the District. These policies are separate and distinct from District Administrative Procedures (APs) that inform and guide the work of staff in their daily responsibilities.

The Policy Review Committee is responsible for reviewing on a regular basis the policies which govern the Board. This includes:

- Reviewing existing policies;
- Developing new policies as requested by the Board or a Standing Committee of the Board, the Chair of the Board, an Advisory Committee established by the Board, or the Director;
- Distributing policies to the Board's solicitor as needed for review.

The Director must develop Administrative Procedures as specified in *Policy 4 - Delegation of Authority* and may develop such other procedures as deemed necessary for the effective operation of the District. These Administrative Procedures must be in accordance with Board policies.

In cases where a Board policy is rescinded, the Director may choose to develop an Administrative Procedure relative to this matter.

The Board shall review all of its policies within its four year term of office and all Board policies shall be posted on the District's website and distributed electronically.

Legal Reference:

*Education Act S. 283, S. 286*