

POLICY

It is the responsibility of the Board to establish and review policies for the governance and operation of its school system.

Administrative Detail

1. In all policy documents, including this Mega-policy, "the Board" refers to the Upper Grand District School Board.
2. It is the responsibility of the Board to establish a Policy Management Committee to direct the development, implementation and review of proposed and revised policies.
3. The Policy Management Committee will be constituted annually and be composed of the Chair and Vice-Chair of the Board, the Director of Education, and a minimum of three other Trustees.
4. It is the responsibility of the Director of Education to: implement this policy in accordance with the Mega-policy Procedures Manual 100-A; maintain and distribute a Board Policy Book to Trustees and staff; provide copies of individual policies to the public upon request.

A. POLICY MANAGEMENT COMMITTEE

1. All proposed and revised policies will be reviewed and approved by the Policy Management Committee prior to final approval by the Board.
2. The Committee shall meet on a regular basis at least five times per year.
3. The Committee/Director of Education shall ensure that the format of policy writing and the development of new and review of current policies is in accordance with this policy.

B. FORMAT FOR POLICY WRITING

1. Heading
 - a) At the top of each policy, there shall be a heading with the following information - Section of Policy, Name of Policy, and Number of Policy.
 - b) The Heading shall be displayed as follows:
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SECTION**NAME****NUMBER**

2. Policy Statement
 - a) Every policy shall begin with a statement that exhibits the following criteria:
 - i) The intent must be clear, concise, and obvious.
 - ii) The language should be precise.
 - iii) The system's goals should be discernible.
 - iv) The scope should be broad enough to allow discretion.

3. Administrative Detail

- a) The purpose of the Administrative Detail is to indicate the intent and application of the policy.
- b) The Administrative Detail shall stipulate the responsibility for the administration of the policy.
- c) The Administrative Detail shall list the Procedures Manual(s) and forms that operate in conjunction with the policy.

4. Procedures Manual

- a) The Procedures Manual describes, in detail, how the policy is to be applied.
- b) The Procedures Manual is identified by placing a "capital letter" after the policy number, eg. 123-A.
- c) Each section of the Procedures Manual is to be numbered in the following manner:

A. **TITLE OF SECTION**

- 1. Statement
 - a) Sub-Statement
 - b) "
 - i) Sub-Sub-Statement
 - ii) "

5. Forms

- a) All forms relating to a specific policy shall be given a number corresponding to that policy, eg. 123-1, except those forms required by the Ministry of Education and Training and other government agencies.

C. DEVELOPMENT AND REVIEW OF POLICY

Refer to “Appendix B”