

MEDICINE HAT SCHOOL DISTRICT NO.76**POLICY ON POLICY DEVELOPMENT AND REVIEW****BACKGROUND**

The Board of Trustees believes that the policy manual is a living document and must be amended as circumstances change.

POLICY

The Board of Trustees will create new policy or review the policy manual and sections within it as required. The Board of Trustees and/or the Superintendent will make recommendations based on concerns that are raised about specific policy(s) or concerns from:

- Students,
- Parents,
- Members of the community,
- Individual staff members,
- The Coordinating Committee or
- Legislation changes resulting in a need to amend District policy.

GUIDELINES

There are a number of avenues to which policy can be applied, developed and/or revised:

1. Concern/Need Identified By the Board
 - 1.1. Board deals with matter
 - 1.1.1. If an issue is governed by existing policy and the policy is deemed to be sufficient to deal with the matter - then the policy shall be applied.
 - 1.2. Referral to Coordinating Committee
 - 1.2.1. If an issue is governed by existing policy and the policy is deemed to be insufficient or out-of-date to deal with the matter - then the policy shall be referred to the Coordinating Committee for review and revision.
 - 1.2.2. If an issue arises and there is no policy and a new policy is deemed necessary – the Board will set the general direction on the matter and refer it to the Coordinating Committee for review and development of related policy, guidelines and procedures.
 - 1.2.3. Coordinating Committee revises or drafts policy by sub-committee or by the whole.

- 1.2.4. Superintendent brings revised/drafted policy to District Administration for review and feedback
 - 1.2.4.1. In some situations, the Superintendent will refer to Legal Department for revision
 - 1.2.5. Revised/Draft Policy will be brought back to the board for clarification and/or amending
 - 1.2.6. Board accepts or rejects policy
 - 1.2.6.1. Rejected policy may be sent back to Coordinating Committee for further revision and resubmission to board for approval.
- 2. Concern/Need Identified by Superintendent or Executive Officer
 - 2.1. Superintendent/Executive Officer deals with matter
 - 2.1.1. If an issue is governed by existing policy and the policy is deemed to be sufficient to deal with the matter - then the policy shall be applied.
 - 2.2. Referral to Coordinating Committee
 - 2.2.1. If an issue is governed by existing policy and the policy is deemed to be insufficient or out-of-date to deal with the matter - then the policy shall be referred to the Coordinating Committee for review and revision.
 - 2.2.2. If an issue arises and there is no policy and a new policy is deemed necessary – the Superintendent will set the general direction on the matter and refer it to the Coordinating Committee for review and development of related policy, guidelines and procedures.
 - 2.2.3. Coordinating Committee revises or drafts policy by sub-committee or by the whole.
 - 2.2.4. Superintendent brings revised/drafted policy to District Administration for review and feedback
 - 2.2.4.1. In some situations, the Superintendent will refer to Legal Department for revision
 - 2.2.5. Revised/Draft Policy will be brought back to the board for clarification and/or amending
 - 2.2.6. Board accepts or rejects policy
 - 2.2.6.1. Rejected policy may be sent back to Coordinating Committee for further revision and resubmission to board for approval.
- 3. Concern/Need Identified By Staff
 - 3.1. Concern/Need should be brought to Superintendent
 - 3.2. Superintendent follows process outlined in Guideline 2, above.

4. Concern/Need Identified by Community Member (Including parents and students)
 - 4.1. Concern/need should be brought to the Board Member or Superintendent and clarified with member of the public.
 - 4.2. Once concern/need is identified, Board Member or Superintendent will consult and proceed according to the process identified in Guideline 1 and 2, above.

Approved:
September 8, 2009

Revised:
August 31, 2016

Reviewed:
September 20, 2016

Flowchart for Development and Review of Policy

