

Policy Development and Review**Preamble**

Board Policy development is a key responsibility of the Gwynne Valley Rural Academy Society Charter Board. Board policies, and the Gwynne Valley Rural Academy Charter approved by the Minister of Education, establish direction and guide the desired operation of the Gwynne Valley Rural Academy (GVRA). Policies reflect the values directors bring as representatives of the parents to a specific issue.

Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines for GVRA and the opportunity for the Superintendent to exercise professional judgment in the administration of the school.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to fulfill the mandate of the Charter and compliance with the Education Act and provincial legislation. Further, while reserving unto itself the authority and responsibility to determine and adopt policies, the Board encourages interested groups and individuals to participate in the policy making process.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, either as a result of its own monitoring activities or in response to a request from a Board Director, the administration, the School Council, a parent or a staff member, and identify the critical attributes of each policy to be developed.

2. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of all other policies.

3. Review

The Board, in cooperation with the Superintendent, shall review each policy in a timely manner in order to determine whether it is meeting its intended purpose.

Guidelines

- 1) A policy need is established. The need for a new or revised policy can be initiated by any individual or group and is communicated to the Superintendent.
- 2) All policies should:
 - a) Create a framework within which the Superintendent can discharge assigned responsibilities.
 - b) Be capable of implementation and review.
 - c) Be limited to a single policy topic and written in clear, concise language.

- 3) The Board may choose to pass the policy in its draft or amended form, or direct that the draft policy be circulated to appropriate interest groups for input/comment. The following groups may be consulted:
 - a) School Administration
 - b) Parents
 - c) Teachers
 - d) School Council
 - e) Non-certificated staff
- 4) If the policy is circulated to appropriate interest groups, at a subsequent meeting, the policy in its original or amended form shall be given further consideration and recommended for approval.
- 5) Policy shall be approved by Board motion.
- 6) New or revised policies will become effective on the date of Board approval unless otherwise indicated in a Board motion.
- 7) In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting GVRA. Such decisions carry the weight of policy until such time as specific written policy is developed.
- 8) The Board may direct that an administrative procedure be written as a draft Board policy, and will provide the rationale for same.
- 9) The Superintendent must develop administrative procedures and may develop such other procedures as deemed necessary for the effective operation of GVRA; these must be in accordance with Board policies. The Superintendent must inform the Board of any changes to administrative procedures.
- 10) The Board may also, in its discretion and as it deems appropriate, delete a policy and may assign the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
- 11) All Board policies shall be posted on the school's website and notification of any changes sent to board directors, school administration and staff.

Policy Review

1. The Board, with support and advice from the administration, shall be responsible for overseeing the policy review process in accordance with the following:
 - a. Each policy shall be reviewed at a minimum of every five years.
 - b. The Superintendent shall make recommendations to the Board for revision, deletion or reclassification of existing policies identified through the review process.

Legal Reference: The Education Act 33, 53, 222
Societies Act Section 9
Charter School Regulation Section 12