

Division CORPORATE SERVICES	Policy Series 200	Policy # 200.1
Subject POLICY DEVELOPMENT	Replaces	
Responsible Authority <ul style="list-style-type: none"> • DIRECTOR OF EDUCATION • SENIOR ADMINISTRATIVE OFFICER – CORPORATE SERVICES 	Date Approved November 15, 2008	
	Effective Date December 15, 2008	
Date Reviewed <i>March 7, 2011</i>	Date Revised	

200.1(1) Policy Name

Development, Approval and Dissemination of Operational Policies for Nova Central School District

200.1(2) Policy Statement

200.1(2.1) The Director of Education shall ensure the orderly development, approval and dissemination of policies and related procedures for operations of the Nova Central School District.

200.1(2.2) Operational policies shall be made accessible to the public upon final approval.

200.1(3) Policy Rationale/Purpose

200.1(3.1) Appropriate policies and administrative procedures are essential to the effective and efficient operations of the district. The Director of Education shall oversee the development of policies for operations, in accordance with provincial legislation and the Constitution, Bylaws and Governance Policies of the Board of Trustees for Nova Central School District.

200.1(3.2) Policies shall normally be developed in line with four key areas:

- a. Corporate Services
- b. Finance and Administration
 - i) *Finance*
 - ii) *Student Transportation*

- iii) *Information Management and Technology*
- iv) *Operations and Facilities Management.*
- c. Human Resources
- d. Programs and Services
 - i) *Student Support Services)*

200.1(4) References

- 200.1(4.1) All relevant provincial legislation (eg. *Schools' Act, 1997*)
- 200.1(4.2) Constitution of the Nova Central School Board as amended March 1, 2008
- 200.1(4.3) Bylaws of the Nova Central School Board
- 200.1(4.4) Governance Policies of the Nova Central School Board

200.1(5) Scope

- 200.1(5.1) This policy applies to all operational policies developed for Nova Central School District through the senior management team.
- 200.1(5.2) This policy applies to all employees of Nova Central School Board
- 200.1(5.3) This policy DOES NOT apply to policies developed by individual schools

200.1(6) Roles and Responsibilities

Responsible Division: **All Divisions**

- 200.1(6.1) The **Director of Education** shall approve all operational policies developed for the Nova Central School District.
- 200.1(6.2) The **Senior Administrative Officer (Corporate Services)** shall have primary responsibility for:
 - a. The drafting of all operational policies and procedures, in consultation with divisional staff and senior managers.
 - b. Maintenance of the Policies and Procedures Manual.
 - c. Dissemination of information about new or revised policies.
 - d. Identifying matters requiring new/revised policies pertaining to the area of corporate services.
 - e. Developing appropriate administrative procedures, protocols and guidelines for the implementation of policies as approved by the Director of Education.
- 200.1(6.3) The **Assistant Directors of Education (Finance and Administration), (Human Resources), and (Programs)** shall have primary responsibility for:
 - a. Identifying matters requiring new/revised policies pertaining to their divisions.
 - b. In consultation with relevant managers and the SAO-Corporate Services, developing appropriate administrative procedures, protocols and guidelines for the

implementation of policies as approved by the Director of Education.

200.1(7) Procedures*

200.1(7.1) Developing operational policies

200.1(7.2) Approving operational policies

200.1(7.3) Disseminating operational policies

**[Please refer to Operational Procedures for Nova Central School District]*

200.1(8) Definitions

200.1(8.1) Policy

- a. A plan or course of action intended to influence and determine decisions, actions and other matters.
- b. A course of action/guiding principle.
- c. A position statement.

200.1(8.2) Procedures

- a. Initiation of policy.
- b. A series of steps taken to accomplish an end.
- c. A set of established forms or methods for conducting the affairs of an organization.

200.1(8.3) Protocol

- a. Forms of ceremony and etiquette.
- b. Preliminary agreements/statements of principle.
- c. The manners that are accepted as proper or polite in official dealings.

200.1(8.4) Guidelines

- a. A set of standards, criteria or specifications to be used or followed in the performance of certain tasks.

200.1(9) Review

This policy shall be reviewed every two years.

200.1(10) School Policy

Schools and school district offices shall follow the district policy for operational policy development and approval. All items for district policy consideration should be forwarded to the appropriate senior manager. School administrators are encouraged to establish their own process for policy development at the school level.