

<b>Division</b> CORPORATE SERVICES	<b>Policy Series</b> 200	<b>Policy #</b> 200.2
<b>Subject</b> POLICY DEVELOPMENT	<b>Replaces</b>	
<b>Responsible Authority</b> <ul style="list-style-type: none"> <li>• DIRECTOR OF EDUCATION</li> <li>• SENIOR ADMINISTRATIVE OFFICER – CORPORATE SERVICES</li> </ul>	<b>Date Approved</b> November 15, 2008	
	<b>Effective Date</b> December 15, 2008	
<b>Date Reviewed</b> <b>March 7, 2011</b>	<b>Date Revised</b>	

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#### 200.2(1) Policy Name

### **Review and Revision of Operational Policies for Nova Central School District**

#### 200.2(2) Policy Statement

200.2(2.1) The Director of Education is committed to maintaining up-to-date policies for the operations of Nova Central School District. All operational policies for Nova Central School District, approved after June 2008, shall be reviewed every two years by the Director of Education or his/her designate, as determined by the date approved referenced on the individual policies.

#### 200.2(3) Policy Rationale/Purpose

Regular review of existing policies and administrative procedures for the school district is important in order to ensure that policies are current and relevant to operations.

#### 200.2(4) References

N/A

## 200.2(5) Scope

- 200.2(5.1) This policy applies to all operational policies developed for Nova Central School District through the senior management team, and approved by the Director of Education, as of June 2008.
- 200.2(5.2) This policy applies to all employees with Nova Central School District.
- 200.2(5.3) This policy DOES NOT apply to policies developed by individual schools.

## 200.2(6) Roles and Responsibilities

Responsible Division: **All Divisions**

- 200.2(6.1) The **Director of Education** or his/her designate, **an Assistant Director of Education and/or Senior Administrative Officer (Corporate Services)**, shall be responsible for reviewing all operational policies for Nova Central School District.
- 200.2(6.2) The **Director of Education** shall approve all revised operational policies for the Nova Central School District.

## 200.2(7) Procedures\*

### 200.2(7.1) Method of Review

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

## 200.2(8) Definitions

N/A

## 200.2(9) Review

This policy shall be reviewed every two years.

## 200.2(10) School Policy

Schools and school district offices shall follow the district policy for operational policy review and evaluation. 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 review and evaluation at the school level.