



200.2(7) Procedures

Policy 200.2:

Review and Revision of Operational Policies for Nova Central School District

200.2 (7.1) **Method of Review**

- 7.1.1 Policies shall normally be reviewed by the Director of Education or his/her designate to determine whether there is a need to revise the policy.
- 7.1.2 If it is determined that the policy does not need to be revised, the *Date Reviewed* shall be added to the policy by the **Senior Administrative Officer (Corporate Services)** and copies shall be provided to senior managers and maintained at the Director's office.
- 7.1.3 If it is determined that the policy needs to be revised, the Director of Education and relevant senior manager(s) shall determine an appropriate process for revision. This may include consultation with district staff or other stakeholders.
- 7.1.4 A revised policy shall have *Date Reviewed and Date Revised* added to the policy by the **Senior Administrative Officer (Corporate Services)** and it will be disseminated in accordance with district policy and procedures.