



**POLICY TITLE:**  
**Policy Development**

**Board Approval: January 23, 2019**

**Board Review: April 25, 2023**

**OBJECTIVE:**

Policy development is an important function of the Summit West Independent School Board of Directors. Policies are used to guide the decision making process of the Board of Directors and its administration.

**POLICY:**

The Board of Directors recognizes its legal responsibility to develop policies that will guide the operations of Summit West Independent School. Impacted stakeholders will be consulted prior to final adoption of new policies. Amendments to existing policies will be handed in a similar fashion.

**Principles**

1. Suggestions for new policies or policy amendments may be generated by the Board of Director members, school council, school administration, staff, parent members of the society, and students, or Alberta Education.
2. Policy governed by provincial statutes, acts, and regulations take precedence over Board policy.
3. Draft policies, or amendments, will be developed by members of the school administration designated by the Executive Director and/or Principal.
4. Draft policies will be referred to the relevant Board of Directors for consideration. The Board of Directors may make appropriate changes before recommending the draft policy to the Board of Directors.
5. Stakeholders shall be provided information on the new policy. The Policy Manual will be updated electronically and manually, and will be available in the front office.  
Unless said procedures exceed three pages in length, in which case they will form an appendix to the policy manual.
6. Procedures guiding the implementation of the policy will be added to the policy statement.
7. Procedures will be drafted by the Executive Director and/or Principal team or designate for submissions to the appropriate Board of Directors for approval.