



200.1(7) Procedures

Policy 200.1

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

200.1(7.1) Developing operational policies

- a. The Director of Education may identify matters for consideration as operational policies that are brought to his/her attention in several ways. They may include:
 - i) Items being addressed by the Department of Education or the Nova Central School Board of Trustees.
 - ii) Matters brought forward for consideration by members of the senior management team for Nova Central School District.
 - iii) Matters of concern or interest brought forward by an external agency or individual.
- b. The Director of Education, or his/her designate, shall determine whether an operational policy is required.
- c. If it is determined that an operational policy is required, the matter shall normally be referred to the Senior Administrative Officer (Corporate Services).
- d. In consultation with appropriate district staff and senior managers, the Senior Administrative Officer (Corporate Services) shall draft policy and procedures for review by the Senior Management Team.

200.1(7.2) Approving operational policies

- a. The Director of Education shall determine whether a draft policy requires consultation with district staff, including school administrators and teachers.
- b. Where it is determined that a policy requires consultation with district staff, the Senior

- Administrative Officer (Corporate Services) and relevant senior manager(s) shall establish the consultation process.
- c. The Director of Education may determine that a policy should be implemented on an interim basis, with established timelines for review, revisions and final approval.
 - d. A policy implemented on an interim basis shall normally be implemented for a maximum of one school year prior to final approval.
 - e. A policy receiving approval for implementation shall normally have an effective date of not earlier than thirty days after the date of approval, unless otherwise indicated by the Director of Education.

200.1(7.3)**Disseminating operational policies**

- a. Policies approved by the Director for implementation shall be disseminated in the following manner:
 - i) Email notification to senior and middle managers.
 - ii) Email notification to school administrators and secretaries.
 - ii) Posted to the relevant folder on Sharepoint Services.
 - iii) Maintained in a hard copy format (1) by the SAO-Corporate Services and (2) by the Executive Assistant, Director's Office.
- b. Operational policies may also be posted to the Nova Central School District public website at the discretion of the Director of Education.
- c. An official record of past and current policies for Nova Central School District shall be maintained at the Director's Office.
- d. Individual staff shall be responsible for maintaining an up-to-date policy and procedures manual or electronic folder.
- e. Operational policies may be disseminated directly to board trustees, Department of Education representatives or other individuals or agencies, at the discretion of the Director of Education.