

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 200 – Board Governance

### **POLICY 222: POLICY ON POLICY DEVELOPMENT AND REVIEW**

#### BACKGROUND

The Board of Trustees believes that the policy manual is a living document and must be amended as circumstances change.

#### POLICY

The Board of Trustees will create new policy or review the policy manual and sections within it as required. The Board of Trustees and/or the Superintendent of Schools will make recommendations based on concerns that are raised about specific policy(s) or concerns from:

- students
- parents
- members of the community
- individual staff members
- the Coordinating Committee or
- Legislation changes resulting in a need to amend Medicine Hat Public School Division (MHPSD) policy

#### GUIDELINES

There are a number of avenues to which policy can be applied, developed and/or revised:

1. Concern/Need Identified by the Board
  - 1.1. Board deals with matter
    - 1.1.1. If an issue is governed by existing policy and the policy is deemed to be sufficient to deal with the matter - then the policy shall be applied.
  - 1.2. Referral to Coordinating Committee
    - 1.2.1. If an issue is governed by existing policy and the policy is deemed to be insufficient or out-of-date to deal with the matter - then the policy shall be referred to the Coordinating Committee for review and revision.
    - 1.2.2. If an issue arises and there is no policy and a new policy is deemed necessary – the Board will set the general direction on the matter and refer it to the Coordinating Committee for review and development of related policy, guidelines and procedures.

- 1.2.3. Coordinating Committee revises or drafts policy by sub-committee or by the whole.
- 1.2.4. Superintendent brings revised/drafted policy to MHPSD Administration for review and feedback.
  - 1.2.4.1. In some situations, the Superintendent will refer to Legal Department for revision.
- 1.2.5. Revised/draft policy will be brought back to the Board for clarification and/or amending.
- 1.2.6. Board accepts or rejects policy.
  - 1.2.6.1. Rejected policy may be sent back to Coordinating Committee for further revision and resubmission to the Board for approval.
2. Concern/Need Identified by Superintendent or Executive Officer
  - 2.1. Superintendent/Executive Officer deals with matter
    - 2.1.1. If an issue is governed by existing policy and the policy is deemed to be sufficient to deal with the matter - then the policy shall be applied.
  - 2.2. Referral to Coordinating Committee
    - 2.2.1. If an issue is governed by existing policy and the policy is deemed to be insufficient or out-of-date to deal with the matter - then the policy shall be referred to the Coordinating Committee for review and revision.
    - 2.2.2. If an issue arises and there is no policy and a new policy is deemed necessary – the Superintendent will set the general direction on the matter and refer it to the Coordinating Committee for review and development of related policy, guidelines and procedures.
    - 2.2.3. Coordinating Committee revises or drafts policy by sub-committee or by the whole.
    - 2.2.4. Superintendent brings revised/drafted policy to MHPSD Administration for review and feedback.
      - 2.2.4.1. In some situations, the Superintendent will refer to Legal Department for revision.
    - 2.2.5. Revised/draft policy will be brought back to the Board for clarification and/or amending.
    - 2.2.6. Board accepts or rejects policy.
      - 2.2.6.1. Rejected policy may be sent back to Coordinating Committee for further revision and resubmission to the Board for approval.
3. Concern/Need Identified by Staff
  - 3.1. Concern/Need should be brought to Superintendent.
 

Superintendent follows process outlined in Guideline 2, above.
4. Concern/Need Identified by Community Member (Including parents and students)



- 4.1. Concern/need should be brought to the Board Member or Superintendent and clarified with member of the public.
- 4.2. Once concern/need is identified, Board Member or Superintendent will consult and proceed according to the process identified in Guideline 1 and 2, as outlined above.

REFERENCES

[222 E 001 Flowchart on Policy](#)

**Approved:** September 8, 2009

**Revised:** October 11, 2016

