

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
SCHOOL BOARD POLICY PROCESS	BG

I. POLICY

The Louis Riel School Board believes that policy development, review, and revision constitute core elements of its governance role. The Board intends that its policies provide guidance and direction on matters pertaining to the school system. The Board commits to reviewing its policies regularly to ensure that they effectively support the school system in light of changing needs, conditions, purposes, and objectives.

Policies are formal and public statements of intent adopted by the Board to guide the actions of all members of the learning community. As such, policies support the Board's accountability to its community.

The Board believes that its policies must:

- uphold the [Manitoba Public Schools Act](#) and its [regulations](#); and
- reinforce its mandate, its mission and vision, its strategic priorities, and its core values.

The process of policy development shall strive for open and authentic communication between the Board and its students, staff, parents, and other community members.

II. GUIDELINES

A. The mission, vision, and strategic priorities of the Board shall inform all policies (see [Policy AD - Educational Philosophy: Divisional Vision, Mission, Values & Motto](#)).

B. All policies shall comply with:

- [The Canadian Charter of Rights and Freedoms](#);
- [The Manitoba Human Rights Code](#);
- Provincial legislation, regulation, standards, policy and guidelines; and
- Federal and municipal laws.

C. When revising or creating new policy, due consideration shall be given to Manitoba's Philosophy of Inclusion and appropriate educational programming principles ([Appropriate Educational Programming in Manitoba, Standards for Student Services](#), Manitoba Education & Early Childhood Learning, 2022), such that policy:

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- is inclusive of all persons;
 - respects the rights and needs of all persons;
 - avoids unintended negative outcomes; and
 - reflects the goals of equity and fairness for all.
- D. Where applicable, policies shall strive to respect relevant research.
- E. All policies of the Louis Riel School Division shall include a policy statement, guidelines, and procedures.
- F. Parent groups, employee groups, student councils, trustees, and other concerned residents in the Division, may at any time submit to the Board suggestions or recommendations in writing for new policies or revisions to existing policies. The Board will refer such requests to Senior Leadership.
- G. Requests for new policies or amendments to existing policies originating from schools will be directed through the principal to the Senior Leadership.

III. PROCEDURES

A. Policy Structure

All policies shall include the following elements:

1. **Policy Statement**

A policy statement is a philosophically-based statement which is goal-oriented and establishes the direction for future action.

2. **Guidelines**

A guideline defines the framework within which the organization can discharge the policy with positive direction. It tells what is wanted. It may also indicate why and how.

3. **Procedures**

A procedure is a statement of who does what, how and in what sequence.

B. Development of New Policies

Enactments of new policies shall progress through a process of three (3) readings at Regular or Special Board meetings.

1. **First Reading**

The draft policy shall be presented to the Board by the Senior Leadership for information, clarification, and consideration.

If a motion for first reading passes, the draft policy shall be distributed to stakeholders via the Division's website for consultation, comments, and recommendations.

2. **Second Reading**

After consideration of comments and recommendations, the draft policy shall be

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presented for second reading at a subsequent Board Meeting, along with a summary of feedback and any changes. Full debate of the draft policy will occur, following which the draft policy may be:

- passed by the Board and scheduled for third reading at a subsequent Board Meeting,
- referred to Senior Leadership for further study.

3. Third Reading

Additional debate and the opportunity for further amendments shall occur. If a motion for third reading passes, the policy shall be in effect immediately, unless a specific effective date is provided in the adopted resolution.

4. Publication

The newly enacted policy shall be posted in the Policy section of the Division’s public-facing website.

5. Expedited Process

With the unanimous consent of the Trustees present at a Regular or Special Board meeting:

- two readings may occur at one meeting; or
- all three readings may occur at one meeting.

C. Revision, Review, and Rescindment of Existing Policies

1. All policies will be reviewed at least once every five years.
2. Senior Leadership will present to the Board existing policies that require revision, review, or rescindment. After consideration, the Board may pass a resolution to:
 - a. revise the existing policy;
 - b. reaffirm the existing policy;
 - c. rescind the existing policy;
 - d. refer the policy to Senior Leadership for further study; or
 - e. refer the policy for consultation by stakeholders following the three-reading process described above for new policies.
3. If a motion for revision or rescindment passes, the rescindment or policy as revised shall be in effect immediately, unless a specific effective date is provided in the adopted resolution.

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