



LABRADOR SCHOOL BOARD

Division General	Policy Area	Policy #
Subject Policy Development/Implementation Protocol	Operational Policy	
Responsible Authority <ul style="list-style-type: none"> • DIRECTOR OF EDUCATION • ASSISTANT DIRECTOR OF EDUCATION (FINANCE AND ADMINISTRATION) • ASSISTANT DIRECTOR OF EDUCATION (HUMAN RESOURCES) • ASSISTANT DIRECTOR OF EDUCATION (PROGRAMS) 	Date Approved	
	Effective Date:	
	Date Updated:	

1. Policy Name

Policy Development/Implementation Protocol

2. General

- 2.1 The process of policy development/implementation shall be open and transparent.
- 2.2 Inclusive in the development process is the need to have policies based upon clear parameters.

3.0 Process

- 3.1 To develop policy based upon research, past practice and the need to meet legislative and legal expectations.
- 3.2 To provide opportunities for various stakeholders to have input in the creation of policies.
- 3.3 Policies shall be vetted through the system by:
 - 3.3.1 Allowing stakeholders to provide feedback (in writing) to the proposed policy through principals, managers and or individuals in a communicated time specific manner. (i.e. Two (2) week period of feedback)

- 3.4 Upon review of the feedback the proposed policy shall be communicated to stakeholders via first class and the Board website as a draft policy for one year.
- 3.5 One month prior to the end of the year, the policy shall be reviewed in light of feedback and upon the basis of whether it had achieved its purpose. The draft policy shall be altered where necessary and the final document implemented in September.
- 3.6 Policies shall be updated every five (5) years or upon an add need basis with stakeholders having the opportunity to have input in the review process.