



**Policy:** BG  
**Subject:** School Board Policy Process

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**Policy:**

The Red River Valley School Division Board of Trustees recognizes the importance of developing, reviewing and updating Divisional policies to ensure accurate and current policies are in place.

**Protocol:**

In accordance with the Public Schools Act, the Red River Valley School Division will develop, review and update Divisional policies to reflect the changing requirements, and ensure adherence to Provincial Acts and Legislation.

Any person can bring forward a recommendation to update or develop a new policy by bringing it forward to Senior Administration in writing.

**Procedure:**

**Steps:**

1. Once it has been determined that a new policy needs to be implemented or an existing policy needs to be updated it will be sent to the policy committee for review and development.
2. Senior Administration may conduct research and consult with a variety of individuals who are in a position to assist in the development of the new policy. Senior Administration will draft a policy that will be brought to the Policy Committee.
3. Once a DRAFT has been reviewed, the Policy Committee will bring it to the Board of Trustees as information for their review and consultation. If the Board recommends changes, the policy is returned to the policy committee. If the Board does not recommend changes, the policy is brought forward at the next board meeting for approval.

Policy format will consist of Policy, Protocol and Procedure. In addition, all policies will be organized in accordance with National Education Policy Network (NEPN) policy coding system.