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### **Rationale**

In order to best serve members of the local school community and in keeping with the principles of subsidiarity and collaboration, it is appropriate and often necessary for Local School Councils to develop policies relating to the operation of the school.

This provides opportunity for members of the local school community to collaborate in the formation of local policy directives.

### **Policy**

A Local School Council may issue policies covering the operation of the school provided such policies are consistent with:

- the teaching of the Catholic Church
- Independent School Act and Ministry of Education policies and regulations
- policies and regulations approved by the Island Catholic School Board of Directors
- current terms and conditions of employment for school employees and/or collective agreement

### **Regulation**

The procedure for development of local school policy parallels that at the Board of Directors level. The school principal assumes those responsibilities assigned by the superintendent, i.e. drafting the policy statement, researching the background, formulating administrative regulations and procedures once policy is approved.

1. The Local School Council may assign a committee to research issues inherent in a proposed policy; the committee submits the proposal to the full board for analysis and approval.
2. The following outline identifies the steps involved in the policy-making process:
  - identify need
  - collect data (by committee)
  - prepare draft policy with rationale
  - check legality through Superintendent
  - submit draft policy to full Council
  - give first reading (committee explains policy to council)
  - consult as required (e.g. superintendent, parents, teachers, parish, etc.)
  - give second reading (council discusses and votes on policy)



- review by the Superintendent for compliance with CISDV system policy
  - promulgate policy (council and/or principal notifies community of policy)
  - evaluate policy (council and principal periodically review progress of the policy)
3. The Local School Council may assign one or more persons who know the council's thinking and respects the council's responsibility to write policy. The policy writer states the intent of the policy in simple unambiguous language. In practice this is usually the school principal.
  4. Not all perceived needs require policy. Policy should be written in order to:
    - underscore a goal deemed significant
    - modify or shape a broader policy or regulation to the local situation
    - make certain that an issue is known to the local school community
    - emphasize unique aspects of the local school
  5. Council develops and evaluates school policy. The principal exercises educational leadership and school management. It is not the council's responsibility to question each action of the principal nor to how the principal should administer the school or implement policy. However, the council does have responsibility for ensuring accountability in the area of policy development and its effective implementation.
  6. A well-organized policy manual will assist councils in writing new policy that does not contradict existing or previous policy. Ideally, this manual is organized in a loose leaf binder for easy addition and revision. Each policy is typed and then placed into its own proper section.
  7. Where regulations are required these should be inserted immediately behind the appropriate policy.

Reference:	Approved
	Date Approved: September 1994
Cross-reference:	Date(s) Revised: September 2001 Date(s) Revised: March 2012