

**Department: Superintendent of Schools**  
**Section: Board Governance**

Development of policy is an important function of school board governance and should be one of the highest priorities of the Annapolis Valley Regional School Board. Policies must be based on and reflect the Board's mission, vision, guiding principles, belief statements, goals and values. The Board will ensure policies and administrative procedures conform to the *Education Act* and any other relevant provincial or federal legislation.

Policies are broad guidelines which create a framework within which the Superintendent of Schools and their staff can discharge their assigned duties with positive direction. Policies are statements of what is valued, intended action, acceptable practices, or expectations which must be met by all organizational members under the jurisdiction of the school board.

### **Specifically**

- The Superintendent of Schools is responsible for overseeing the development, implementation, monitoring and revision of the Board's policies and administrative procedures. However, the Superintendent of Schools may assign this responsibility to a Director of the appropriate department.
- Policies will be adopted, revised, discontinued or rescinded only by Board motion. It is important to note, that the Board must approve any new policies before they are implemented.
- Administrative procedures do not require Board approval, but do require the approval of the Superintendent of Schools prior to implementation. The Superintendent of Schools or their designate will ensure the procedures are in accordance with the administrative procedure for the Development and Implementation of Policies and Administrative Procedures.
- An administrative procedure shall be in place to support all Board policies. Administrative procedures set out specific guidelines and/or provide direction to staff in the performance of their duties.
- An appropriate monitoring process shall be in place for the review of the policy and administrative procedure.

### **Monitoring**

- The Superintendent of Schools is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

**Board Approved:** February 3/98

**Ref:** AP 100.1

**Monitoring Date:** Annually

**Revised:** June 2/99, June 2/04, December 2/09, May 4/11, October 3/12, October 1/14, October 5/16  
October 4/17