



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

**Regulation Name: Policy and Administrative Regulation  
Development and Management**

**Regulation Code: B-1.1.1**

**Section: Board and Community**

**Policy Code Reference: B-1.1**

Established: October 25, 2022

Revised or

Reviewed:

### 1. OBJECTIVE

This administrative regulation supports Board Policy B-1.1, Board Operation and Policy Development. It provides a process, instruction and standards for developing and managing Board policies and administrative regulations.

### 2. DEFINITIONS

**Administrative Regulation**

A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

**Board**

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

**Board of Trustees**

The elected governance branch of the Board.

**Policy**

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

### 3. APPLICATION

This administrative regulation applies to all employees involved in the development, review and revision of the Board's policies and administrative regulations.

### 4. RESPONSIBILITY

4.1 The Director of Education holds the primary responsibility for overseeing the Board's policy and administrative regulation processes.

- 4.2 Supervisory officers are responsible for the policies and administrative regulations assigned to them based on their portfolio, and for the review and/or revision of these documents.

## **5. ADMINISTRATIVE REGULATION**

### **5.1 New Policy Development**

- 5.1.1 New policy development should be considered in instances of the repeated occurrence of an issue or when the Board wishes to set direction in some new area. While policy ideas often originate at the senior administration or elected Board of Trustees level (where final authority for policy decisions ultimately rests), the inspiration for policy can emerge from numerous sources, such as:

- Board committees
- employees
- employee groups
- parents, guardians or caregivers
- students
- voters
- regional school council associations
- school councils
- the Parent Involvement Committee
- government and non-governmental agencies
- the Ministry of Education, etc.

- 5.1.2 New administrative regulations will be implemented by the Director of Education as required for any new policy, or to address any new directives from any source as listed above.

- 5.1.3 The Director's Office will provide the new policy code number (or the new administrative regulation code number).

- 5.1.4 As each new policy (or new administrative regulation) is developed, the date of approval shall be recorded.

### **5.2 Section Headings**

The policies and administrative regulations of the Board will be detailed under the following section headings:

#### **5.1 Board and Community**

Policies and administrative regulations in this section address issues concerning governance, Board operations, communications, community use and broader community relations.

5.2 Business and Administrative Services

Policies and administrative regulations in this section address issues concerning administrative operations, budget, financial matters, purchasing, property and facilities, transportation, information and communications technology, accommodation and boundaries.

5.3 Educational Services

Policies and administrative regulations in this section address issues concerning students, student welfare, school operations, curriculum, programming and alternative education.

5.4 Human Resources

Policies and administrative regulations in this section address issues concerning recruitment, compensation, benefits, professional activities, leaves of absence, retirement, employee health and safety, and other employee matters.

**5.2 Policy Review**

When a policy or administrative regulation has been identified for review, the supervisory officer responsible for the policy or administrative regulation will:

- 5.2.1 request from the Office of the Director, the policy or administrative regulation document in the appropriate electronic format; and
- 5.2.2 research and author revisions, seek input from stakeholders as necessary, and ensure the revised policy or administrative regulation captures any specific and relevant concerns.

Whenever a policy (or administrative regulation) has been adopted as revised, the date of revision shall be recorded.

Whenever a policy (or administrative regulation) has been reviewed and adopted with no changes, the date of review shall be recorded.

**5.3 Format and Style**

- 5.3.1 Policies and administrative regulations will be written in plain and clear language that is easily understood by the general public and ensures:
  - 5.3.1.1 gender neutral language (i.e., they and them instead of he and she; parents, guardians or caregivers instead of mother or father, etc.),

5.3.1.2 compliance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, Board Policy B-3.2, Equity, Diversity and Inclusion and Board Policy B-3.3, Human Rights: Code-Based Discrimination and Harassment (to be approved).

5.3.2 Abbreviations and acronyms will be explained in the Definitions section and not spelled out again in the body of the policy.

5.3.3 New and revised policies will be drafted in accordance with the Policy Template (Appendix A).

5.3.4 New and revised administrative regulations will be drafted in accordance with the Administrative Regulation Template (Appendix B).

#### **5.4 Policy Distribution and Communication to the System**

5.4.1 It is the responsibility of the supervisory officer or designate to submit a clean copy of the approved policy(ies) and/or administrative regulation(s) in the appropriate electronic format to the Office of the Director for posting to the Board website.

5.4.2 Designated staff in the Office of the Director will post the approved document(s) to the Board website and will notify the following groups by email of the posted document(s):

Trustees	Secondary Principals and Vice-principals
Senior Administration	Elementary Principals and Vice-principals
Education Centre Mailing	Secondary Head Secretaries
Union Presidents (five)	Elementary Senior Secretaries

5.4.3 It is the responsibility of the supervisory officer to establish a communication plan, beyond the email notification provided through the Office of the Director, to ensure administrative procedures are implemented.

## **6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[B-1.1, Board Operation and Policy Development and Management](#)

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.3, Human Rights: Code-Based Discrimination and Harassment](#)

Administrative Regulations:

[B-3.3.1, Human Rights: Code-Based Discrimination and Harassment](#)

Procedural Documents:

[Board Formats Guide, KPR Resource Document](#)

**7. REFERENCE DOCUMENTS**

Accessibility for Ontarians with Disabilities Act  
Education Act, subsection 169.1 (1)(d) and (e)  
Human Rights Code

**8. APPENDICES**

[Appendix A, Policy Template](#)

[Appendix B, Administrative Regulation Template](#)