SUPERIOR-

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3.0 Implementation of Policy

3.1   On approval by the Board of Trustees, the policy will become part of the Policy Manual. The manual will be maintained in an electronic format;

3.2   If the approved policy has further implementation implications, the Director of Education will assign responsibility to a senior administrator as appropriate;

3.3

    adherence to the provisions of the policy and reporting the results to the Board as appropriate.

4.0 Policy Format

4.1   All policies will include a policy statement and as required, may include a statement of rationale. Guidelines and/or appendices may form part of the policy.

4.2   Each policy will indicate:

      a)   policy name and number;
      b)   policy statement, rationale (if required);
      c)   guidelines/appendices where necessary;
      d)   cross reference to other policies, if necessary;
      e)   date approved;
      f)   date for review.

4.3   All policies and management guidelines will be formatted in accordance with an established format.