



# COALDALE CHRISTIAN SCHOOL

*"Your word is a lamp unto my feet and a light for my path" Psalm 119:105*

2008-8 Street Coaldale, Alberta T1M 1L1 Ph: (403)-345-4055 Fax: (403)-345-6436

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## **Policy Development Policy**

**Rationale:** Sound policy is important for ensuring safe operation of the school, consistent decision-making, and a measure of accountability for school membership, the board, its committees, the administration, teachers, support staff and students.

A robust policy development process is important for ensuring that policies are developed in a consistent manner, one that invites input and discussion and that ensures that policies are communicated to the membership. Awareness of policies by the school community will help to ensure that policies are being complied with.

**Policy:** Regardless of where it originates, all policies must be brought to the Education Committee for discussion and vetting. As part of the vetting process, draft policy should be posted to the school website for parent, teacher, admin, and student input. This period should last no longer than one month (between Education Committee meetings). Once vetted, each policy will be forwarded to the board for approval. Once the policy is approved by the Board, it must be date-stamped, filed electronically in the policy manual, and posted to the school's website. A copy of the policy should also be posted in the Messenger.

All policy should contain the following elements:

1. A rationale explaining why the policy is necessary.
2. The policy statement itself:
  - a. Must state context in which it applies which includes limits of the policy
  - b. Defines decision making process
  - c. Provides guidelines for action
3. A record of approval dates.
4. A process for auditing compliance, one that establishes who (individuals and/or committees) that are responsible for ensuring compliance.

**Policy Development Checklist:** This checklist can be used to aid committees in their policy development work. It can also be used by the board when approving a new policy.

1. Does the policy document include:
  - a. a date stamp indicating when it was revised/adopted?
  - b. A rationale
  - c. A statement of context
  - d. A defined decision making process
  - e. Guidelines for action
  - f. A compliance audit process
2. Was the policy vetted by the Education Committee?
3. Did a draft policy get posted online for input?



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**Policy Compliance Audit Process:** Annually, the Education committee will review the school's policy manual to ensure that all policies comply with the above process and criteria. For each policy in force in the school the following checklist will be used for audit purposes:

1. Does the policy document include:
  - a. a date stamp indicating when it was revised/adopted?
  - b. A rationale
  - c. A statement of context
  - d. A defined decision making process
  - e. Guidelines for action
  - f. A compliance audit process
2. Is the policy posted in the policy manual on the school's website?
3. Was the policy approved/revised in the past year? If so,
  - a. Was the policy vetted by the Education Committee?
  - b. Did a draft policy get posted online for input?
  - c. Did the policy come before the board for final approval?

**Approval Dates: 2018, 2025**