



PROPOSAL OUTLINE FOR POLICY DEVELOPMENT

Policy No. (if referring to existing policy)	
Requester's Name:	
	<input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Interested Party:
Subject:	

1. Objective:

1.1 Describe the policy.

1.2 Is a new policy required or can the objective be met by revisiting existing policies or operational procedures?

2. Scope

2.1 Matters to be included in the scope of the policy.

2.2 Intended outcomes

3. Risks of the Policy Direction

4. Alignment to the Board’s mission, strategic directions and other board policies

5. Consultation Plan

5.1 Describe the suggested plan for ensuring public understanding and providing opportunity for feedback.

6. Measures for Assessing Policy Effectiveness

7. Responsibility

7.1 Identify who is responsible for the various aspects of the policy, including implementation and training.

7.2 Define responsibilities from highest to lowest level.

7.3 Indicate who would be responsible for any files or records produced.
