

**SUPERIOR-**



### **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.