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.