



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: [Name]
Section: [Section]

Policy Code: [X-0.0]

Established: [Date established]
Revised or
Reviewed: [Date(s) policy was revised or reviewed]

1. POLICY STATEMENT

[Provide explanation as to how the policy is connected to the work of the Board. This would include connection to any specific legal compliance, connection to how the policy advances the Board’s mission, vision and values, and the alignment of the policy to the Board’s strategic plan.]

2. OBJECTIVE

[Outline what the policy is intended to accomplish; what problem is it supposed to address, what does it require the Board to do and why.]

3. DEFINITIONS

[Provide, in alphabetical order, explanation of key words, phrases, abbreviations and acronyms that are relevant to the operationalizing of the policy. For example:]

MOE
Ministry of Education

Policy
A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

4. APPLICATION

[Identify internal / external stakeholders to whom the policy applies; note if there are any exceptions. Specify if the policy primarily staff-facing, student-facing, community-facing or system-wide.]

5. RESPONSIBILITY

[Identify which department and/or administrative area at the Board has principal responsibility. Clearly outline any shared or differing responsibilities.]

6. POLICY

[Policy is limited to broad aspects of the Board’s operations. This section should contain focused statement of the Board’s intent, governing principles, or desired results related to the subject and expressed in simple, straightforward language. They should be broad enough to allow flexibility in dealing with diverse situations at minimal expense, while ensuring consistency across the system.]

Numbering

- 6.1 ?
 - 6.1.1 ?
 - 6.1.1.1 ?
- 6.2 ?
 - 6.2.1 ?

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

[List in alpha-numerical order, any other Board policies with a common connection, or other associated Board documents, guidelines, or protocols, linked to the document in question. For example:]

Board Policies:
[B-3.2, Equity, Diversity and Inclusion](#)

Procedural Documents:
[Concussion Safety Guidelines](#)

8. REFERENCE DOCUMENTS

[List in alphabetical order any legislation or other documents referenced in the body of the policy. For example:]

Legislation:
Education Act, sections xx (x)
Ontario Regulation xxx [title]

Other Documents:
Ministry of Education, Policy and Program Memoranda [title]

9. APPENDICES

[List supplementary documents, if included with the policy:]

Appendix A [title, same as on actual appendix], [brief description, if required]

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