ASD-W
Anglophone School District West

Appendix A - Process for Revising, Developing and Sharing ASD-W Policies

Policy Name and Number: ASD-W-ER 4 - Sexual Orientation and Gender Identities

ASD-W
Anglophone School District West

Process for Revising, Developing and Sharing ASD-W Policies

When ASD-W was formed in 2012-13, a review took place of all policies from the previous School Districts 14, 17 and 18. ASD-W policies were drafted from the previous school district policies and were shared with the Senior Administration Team for review.

Policy Binders were created to share with School Administrators, effective September 2013.

From that point forward, any new policies or revisions to policies would follow this process for implementation.

When conducting ASD-W policy reviews, care should be taken to ensure that the language of the policy reflects sex and gender inclusive language throughout each policy as outlined in the document "*A Guide to Using Gender Inclusive Language in ASD-W Policy*"

	Process	Timeline	Responsibility
Ongoing Policy Renewal Process	Annually the Director responsible for the section in the Policy Handbook will comprise a group to review the policies within that series that they are responsible for. • May – due in June – distribute June/August • Nov/Dec – due in December – distribute 3rd week in January		i.e. 100-Director F&A 200-Director HR

	Process	Timeline	Responsibility
Revision to Policy	Representation from the appropriate department would draft the revision to the exiting policy for review by SAT.		Appropriate Department
	Once approved by SAT, policy is formatted to match existing ASD-W policies. Finalized policies are stored on *Y:\Senior Admin\Policies - ASD-W\ASD-W Policies - Final*		Admin Assistant to Director C&I
	Notice of policy update(s) is e-mailed to School Administrators.		Appropriate Director or Manager

	Process	Timeline	Responsibility
New Policy	New policies are draft by representation from the appropriate department (Managers / Directors) for review by SAT.		Appropriate Department
	Once approved by SAT, policy is formatted to match existing ASD-W policies		Admin Assistant to Director C&I
	New policy is e-mailed to School Administrators.		Appropriate Director or Manager

	Process	Timeline	Responsibility
Distribution to Portal, Web Site, Schools	As required, a summary email of revised or new policies (for both ASD-W and EECD) is prepared to share with School Administrators, Senior Administration and Managers.	August and January	Director C&I / Admin Assistant to Director C&I
	• Post to ASD-W Web Site		Director of Communications
	• Prepare paper copy of email and attachments and send to School Principals, Senior Administration and Managers, as applicable		Admin Assistant to Director C&I

Updated April 2024