



POLICY NO. 1100

POLICY DEVELOPMENT

POLICY

The Board of School Trustees has the sole authority to approve new policy, make changes to existing policy or rescind redundant or out-of-date policies.

The administrative staff of the school district has the responsibility to implement policy.

Definitions:

Policies: "Guidelines adopted by the Board to chart a course of action. They tell what is wanted and may also include why and how much. They should be broad enough to admit discretionary action by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance."

Regulations: "Detailed directions developed by the Superintendent or designate to put the policy into practice. They tell how, by whom, where, and when things are to be done."

Legal Reference: The School Act Section 103(2)(a)
Section 85 (4)



REGULATIONS

1. Policy Development:

1.1 The Board of School Trustees shall determine and adopt policies in accordance with procedure which it will establish in order to facilitate the broadest possible consultation with elements of the District, including District employees who may have special knowledge of, or particular interest in, the policy under consideration.

1.2 Suggestions for new policy or modifications to existing policy will be received by the Board from the Superintendent of Schools and through him/her from any interested party (i.e. from the District).

1.3 Proposed policies will be screened on behalf of the Board to make sure that they are appropriate and are District-wide in focus. The policy will be reviewed by a Policy Committee consisting of three appointed Trustees, the Superintendent of Schools and, if necessary, one or more officers of the Board.

2. Policy Adoption

The following procedures shall be followed for the adoption of new policies or revisions to existing ones:

- 2.1 The Superintendent of Schools shall submit proposed new policy or revisions to existing policy to the Board of Trustees for its consideration, in accordance with procedures outlined above.
- 2.2 The policy shall be introduced for the first time and amended where necessary, or be deleted.
- 2.3 Following acceptance in principle, the policy shall be circulated to appropriate interest groups, including those listed in 3.1, in order to encourage feedback.
- 2.4 The Board shall consider further amendments to the policy during second and third (final) readings at the next subsequent Regular Board meetings providing they are more than three weeks apart.
- 2.5 The formal adoption of policies shall be recorded in the minutes of the Regular Meetings of the School Board.
- 2.6 All Board policies will be coded and, in each case, the exact date of the Board approval or amendment will be shown.
- 2.7 Policies not approved will be referred back to the Policy Committee for subsequent amendment, consultation or deletion.

3. Policy Dissemination

- 3.1 The Superintendent shall ensure that copies of all policies passed shall be distributed to:
- (a) Trustees
 - (b) Central Office personnel
 - (c) School principals
 - (d) President, Local Teachers' Association
 - (e) President, Local Canadian Union of Public Employees
 - (f) Coordinator of District Resource Centre
 - (g) Parent Advisory Council Representatives
 - (h) District Parent Advisory Council
 - (i) Secondary School Student Councils
- 3.2 The principal is charged with the responsibility of ensuring that policy is conveyed and interpreted to his/her staff or other interested parties.
- 3.3 The principal also has the responsibility of ensuring that all copies of the policy handbook in the school are:
- (a) Easily accessible to all staff members.
 - (b) Kept up-to-date with regard to the most recent additions and/or deletions.

4. Policy Review and Evaluation

- 4.1 The School Board, through its Policy Committee, shall review the policy handbook on an ongoing basis, to identify areas of policy that:
- (a) Need revision in the light of current goals, objectives and practices of the system.
 - (b) Need to be developed.
 - (c) Need to be amended or deleted.
- 4.2 Revisions to or deletions of policies shall be undertaken as for a new policy.

5. Emergency Procedures

- 5.1 On matters of unusual urgency, the Board may waive the normal adoption process and take immediate action to adopt new policies or revise existing ones. Such action requires two-thirds (2/3's) consent of the Board.
- 5.2 The operation of any section or sections of Board policies duly established may be temporarily suspended by a two-thirds (2/3's) vote of Board members present at a Regular or Special meeting.