

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1080
GOVERNANCE/COMMUNICATIONS	<u>Formulation of Policy</u>	

DATE ADOPTED: January 13, 1998 (Policy Development)

DATE AMENDED: January 8, 2008
March 31, 2009

The Board of Education, School District No. 51 (Boundary), believes that:

1. its major responsibility is to provide leadership in education policy-making for the communities it serves;
2. its policies should be enabling and supportive of the goals of public education for the province and for the School District, and;
3. the procedures for policy formulation and revision should follow an inclusive and consultative process.

Finally, the Board recognizes that it is the responsibility of the administrative staff to ensure that appropriate regulations and administrative procedures are developed to support the implementation of the policy.

The specific procedures for policy formulation and revision are provided in the Regulations which accompanies this policy.

R E G U L A T I O N S

A. Formulation of Policy/Regulations

1. The development and adoption of new policies and the revision of existing policies are the responsibility of the Board of Education.
2. The Board of Education delegates to the Superintendent of Schools the analysis of policy need, the analysis of policy alternatives, and the drafting of policy and regulatory statements for consideration by the Board.
3. Policy needs may be brought to the attention of the Superintendent by any individual or group.

4. Policies will reflect the values, mission and vision statement of the District and shall be enabling.
5. The Superintendent of Schools shall provide the Board with a clear statement of the need for the policy and possible alternatives to fulfill the need.
6. If the policy is approved after first reading it will be circulated to concerned individuals and groups for comments, revisions will occur as necessary and, if necessary a second draft will be circulated for further revision. (Policy Committee)
7. Prior to second reading, the Board may amend or adjust the policy based on comments and suggestions it receives. The Board may also refer the policy back to the Policy Committee for further review at this point.
8. The Superintendent of Schools, with whatever consultation is deemed appropriate, shall provide regulations to accompany policies for School Trustees' concurrence.
9. The formal adoption of policies shall be recorded in the minute of the regular meeting of the Board at which the adoption vote was taken. Only such written records shall constitute the policies of the Board.

B. Dissemination of Policy/Regulations

1. All policies and regulations will be posted on the District and/or the BCSTA website and notification will be sent to all concerned with Board operations of the new policy posting.

C. Revision of Board Policy/Regulations

1. To keep its policies and regulations up to date, the Board will review its policies on a regular basis.
2. Changes or amendments to Board policy shall follow the same procedure required for the adoption of new policy.
3. Revisions to regulations shall be undertaken by the Superintendent of Schools with whatever consultation is deemed appropriate. If the Board has given formal approval to the original regulation, any proposed revisions must again be submitted to the Board for its approval.

D. Regulations/Administrative Procedures

1. The Board delegates to the Superintendent of Schools the function of developing regulations and administrative procedures. These regulations shall be consistent with the intent of Board policy, and shall be submitted to the Board for its sanction.

E. Administration in Policy Absence

1. When action must be taken and the Board has provided no guide in policy or approved regulation, the Superintendent of Schools shall have the power to act.