

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### POLICY

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

January 11, 2011

**DATE REVIEWED:** March 13, 2018

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.

### REGULATIONS

#### 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 through the Board's Policy Committee.

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 Policy Committee with a clear statement of the need for new or amended policies and possible alternatives to fulfill the need.
6. The Policy Committee (of three trustees) with the Superintendent and Secretary-Treasurer will review new and amended policies. The Policy Committee will forward policies for Board consideration.
7. The Board will approve policies for circulation. New and amended policies will be circulated for a minimum of 4 weeks seeking written input from stakeholder groups.
8. The Policy Committee will hold a public meeting to review new and amended policies/regulations that have been circulated for a minimum of 4 weeks. At a subsequent meeting the Policy Committee will review stakeholder suggestions and amendments and will determine any final edits and changes before forwarding the policy to the Board for final approval.
9. The Superintendent of Schools, with whatever consultation is deemed appropriate, shall provide regulations to accompany policies for Board approval
10. The formal adoption of policies shall be recorded in the minutes 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 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. Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.
2. Changes or amendments to Board policy shall follow the same procedure required for the adoption of new policy.
3. The Board has the authority to amend policy or regulations without public consultation in cases where the changes are of a minor housekeeping nature or the change does not affect the general intent of the policy.

#### **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.