



## School District No. 27 (Cariboo-Chilcotin)

### POLICY DEVELOPMENT

**Policy No. 1120.4**

Effective: May 2008

Initial Adoption: June 1990

#### Preamble

Members of the Board of Education are elected to govern the public schools of the district and all support services. The major component of governance is the development of policies. It is through policies that a board directs the district's physical and human resources and governs the operation of the entire educational system.

Boards are aided in policy development by their senior officers who are directly charged with the implementation and the monitoring of all Board policies.

Policies are designed to give predictability to the district operations and to eliminate arbitrariness and the whimsical management of public educational services. Policies should be broad enough to allow for discretionary action, yet specific enough to provide clear direction to those charged with carrying out the Board's purposes.

Sound policies possess common characteristics, some of which are listed below:

1. They are lawful.
2. They allow a degree of discretion both to the Board and to those who apply the policies.
3. They reveal the Board's beliefs, values and principles.
4. They provide guidelines for future action, thus emphasizing predictability and obviating the need for repetitious Board actions.

Good policy statements are written in clear, unambiguous language and conform to a common easily-read format.

Policy defines the nature of actions which will be taken. Regulations accompany policy statements and describe the processes by which the policy will be implemented. Regulations are developed and written by the secretary-treasurer or the superintendent and their staffs.

Regulations provide detail on the scope of the policy, the steps to be followed in its implementations and such matters as the delegation of authority and responsibility, schedules, dates and timelines, and fiscal limitations.

#### Policy

**The Board of Education will establish policies to guide the operation of the School District. The process used to develop policies will provide appropriate opportunities for the initiation of policies by the Board and others, opportunities for input by those affected and the adoption of policies at a public Board meeting.**

**Notwithstanding the above, the Board, with the approval of two-thirds majority of the members present, has the right to waive existing policy or to establish interim policy at any Board meeting.**

**Regulations will be developed and written by the Secretary Treasurer or the Superintendent and their staffs, so as to provide detail on the scope of the policy, the steps to be followed in its implementations and such matters as the delegation of authority and responsibility.**

### **Regulations**

1. A proposal for a new policy may be in the form of a draft policy proposal, a statement of intent with respect to the policy proposed, or a direction that a policy be developed in a specified area.
2. All policy proposals shall be submitted to the Superintendent at least ten working days prior to the next Policy Committee meeting.
3. Policy proposals may be submitted by:
  - a. Trustee(s);
  - b. Employee or employee group;
  - c. Student or parent;
  - d. A resident of the district.
4. The Chair of the Policy Committee and the Superintendent will select which policies to move forward by district priority, urgency or by Board Motion.
5. Policy and Regulation drafts will be prepared by the Superintendent or his delegate.
6. Draft Policy and Regulations will be presented to the Board Policy Committee for input and revision.
7. a. The draft Policy and Regulations will then be presented to the Policy Advisory Sub-Committee for input. The Policy Advisory Sub-Committee will consist of:
  - i. Board Policy Committee
  - ii. Superintendent or designate(s)
  - iii. Principal/Vice-Principal Representative
  - iv. Cariboo-Chilcotin Teacher's Association Representative
  - v. International Union of Operating Engineers (Local 959) Representative
  - vi. Parent(s) as appointed by the District Parent Advisory Council (to a maximum of 3)
  - vii. Student(s) as appointed by the secondary schools (to a maximum of 3)

Other staff or community members may attend the meetings as directed by the Superintendent or invited by the Committee.

- b. The Policy Advisory Sub-Committee will:
  - i. Forward Draft Policy and Regulations to the Board for its consideration; or
  - ii. Return Draft Policy and Regulations to the Policy Committee for further study and/or modification; or
  - iii. Hold Draft Policy and Regulations in abeyance awaiting further input from one or more of the partner groups.
- 8. The final revised Policy and Regulations will be presented to the Board for approval.
- 9. The Superintendent will circulate the approved changes to Policy via the District Web-site and/or electronic mail.

**POLICY DEVELOPMENT CHART**

Step One	Policy Requests: <ul style="list-style-type: none"> <li>• Policy Chair &amp; Superintendent select which Policies to move forward by district priority, urgency or by Board motion.</li> <li>• Policy &amp; Regulation DRAFTS are prepared by the District Administration</li> </ul>
Step Two	The DRAFT Policy & Regulations go to the Board Policy Committee (3 Trustees and District Administration) for input and revision.
Step Three	DRAFT Policy & Regulations go to Policy Advisory Sub-Committee. If the Committee makes no recommended changes to the Draft, proceed to Step Four. If the Committee recommends changes, the Draft Policy & Regulations will be returned to Step Two.
Step Four	Final revised Policy & Regulation go to the Board Meeting for approval.



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POLICY INITIATION and REVISION PROFORMA	
<b>Date:</b>	<b>Initiator:</b>
<b>Title of Policy:</b>	
<b>Reasons for this Policy and/or Change in Policy:</b>	
<b>Essential Elements:</b>	