



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

### POLICY DEVELOPMENT

#### Policy No. 1120.4

Confirmed: January 2018

Effective: November 2014

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

Regulations are developed by senior staff. Regulations arise from policies and are statements describing the action to be taken. They may include statements regarding the delegation of authority and ascribe parameters to delineate the scope of the policy including responsibility, schedules, dates and timelines, and fiscal limitations. They accompany the policy statement.

Administrative procedures arise from regulations and are developed by senior staff. Procedures are more specific than regulations and indicate who does what, how, when and in what order. Procedures are issued by the Superintendent of Schools and maintained in the Administrative Reference Manual.

#### Policy

**In accordance with the *School Act*, 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 senior staff, 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 or a change to 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, for Board consideration, to the Secretary Treasurer at least two weeks prior to the next meeting of the Board.
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. Policy and Regulation drafts will be prepared by senior staff, with consultation with staff as appropriate.
5. Policy Development Process
  - a. The Agenda Review Committee and senior staff will select which policies to move forward by district priority, legislative changes, negotiated contracts, or urgency. The Agenda Review Committee may also present the proposal for the policy to the Board for Board consideration.
  - b. Policy proposals or draft Policy and Regulations will be presented to the Board for consideration and the Board will consider:
    - i. Whether the policy should move forward based on District priority and urgency;
    - ii. The vision, intent and parameters to which the policy and regulations must be adhered. If the policy requires a greater amount of time for consideration than a regular board meeting will allow, the Board may consider striking an ad hoc committee to develop the vision, intent and parameters of the policy.

- iii. Whether the policy requires further refinement from senior staff;
  - iv. Depending on the urgency or nature of the policy, whether to adopt the changes immediately;
  - v. Whether the policy requires stakeholder and/or public consultation.
- d. If the policy is deemed to require consultation from stakeholders and public, the Board will give notice of motion of its intent to adopt the policy and will then forward the policy to one of its Standing Committees for stakeholder input and will gather public input via the District's website.
- i. The Standing Committee will consider the Board's intent and give advice regarding impacts and concerns by committee members.
  - ii. Minor changes to policy by the Standing Committee will be considered by the Board.
  - iii. The Standing Committee may request substantive changes to the policy. The Standing Committee will seek guidance from the Board to ensure the substantive changes adhere to the Board's vision and intent of the policy or will make its case that the vision and intent require refinement. If the Board agrees with the substantive changes, senior staff will be directed to refine the policy and to either bring it back to the Board or directly to the Standing Committee.
  - iv. If substantive changes are made to the policy, public input may be sought a second time.
  - v. A summary of the input collected from the public will be provided to the Board.
6. After consideration of the input from stakeholders and the public, the final revised Policy and Regulations will be presented to the Board for approval.
7. The Superintendent or designate will circulate the approved changes to Policy via the District Web-site and/or electronic mail.



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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>	