



POLICY 150 POLICY DEVELOPMENT, REVIEW AND REVISION

The Board of Education of School District No. 27 (Cariboo-Chilcotin) is elected to govern the district. The major component of governance is the development of policies. It is through policies that a board directs the district's financial, physical and human resources to support the operation of the entire educational system. In accordance with the School Act, the Board of Education will establish policies to guide the operation of the School District.

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

- a. They are lawful.
- b. They provide a clear indication of intent.
- c. They allow a degree of discretion both to the Board and to those who apply the policies.
- d. They support the Board's vision, mission and values.
- e. They provide guidelines for future action, thus emphasizing predictability and avoiding the need for repetitious Board actions.

The Board is supported in policy development by senior officers who are charged with the implementation and the monitoring of all Board policies.

Guidelines within a policy are clarifications describing 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 statements.

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

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.

Guidelines

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.

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- 1.1. Policy proposals are generally submitted by trustees, employee or employee groups, student, parent or resident of the district.
 - 1.2. All policy proposals should be submitted, for Board consideration, to the Superintendent.
2. Policy Development Process
 - 2.1. Policy drafts will be prepared by senior staff, in consultation with staff as appropriate.
 - 2.2. The Policy Committee will determine which policies to move forward considering district priorities, legislative changes, negotiated contracts, or urgency.
 - 2.3. Policy proposals or draft policy will be presented to the Policy Committee for consideration and the committee will consider:
 - 2.3.1. The intent, parameters and clarity of the draft;
 - 2.3.2. Whether the policy requires further refinement from senior staff;
 - 2.3.3. Whether the policy requires stakeholder and/or public consultation; and
 - 2.3.4. Recommendation for adoption of the policy by the Board.
 - 2.4. 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 circulate the policy to gather the appropriate input.
 - 2.4.1. The Policy Committee will consider the feedback received.
 - 2.4.2. Should the Policy Committee make substantive changes to the policy, the Policy Committee may recommend a further circulation of the revised policy.
 - 2.4.3. If substantive changes are made to the policy, public input may be sought a second time.
 - 2.4.4. A summary of the input collected from the public will be provided to the Board.
3. After consideration of the input from stakeholders and the public, the final revised Policy will be presented to the Board for approval.
 4. Policies will be communicated via the District Web-site and/or electronic mail.
 5. 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.