

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## Policy Manual

<b>POLICY</b>	1000R1
Date	Nov. 24, 2009
Revision	3

### BOARD REGULATION

#### POLICY FORMATION and REVIEW

##### A. Policy Formation and Revision

1. Since policy is a primary function of the Board of Education, the creation of any new policy must come at either the direction of the board or through a need identified by senior management as a result of the ongoing revision and review of policy.
2. Should any external agency or partner group wish to suggest a district policy, the request for the development of that policy should be in writing to the Board of Education. The request should be a brief statement of philosophy and direction which would enable the board to understand the need and adjustments required to district practice through policy development.
3. Senior management will annually identify existing policies that may require revision or areas that require new policies and, in consultation with the board and the Policy Advisory Committee, establish priorities and planning mechanisms for revision or formation.

##### B. Formation of New or Revision of Existing Board Policy and Regulations

Except in unusual circumstances, the process for the development of new board policies and regulations will be as follows.

1. Management will prepare an initial draft, including a determination of the need for regulation(s). A policy statement sets the overall guidance of the board. Board regulations describe how the guidance of the board through policy becomes district practice.
2. Management will submit the initial draft to the board for consideration and direction at a regular meeting of the Board of Education.
3. At that meeting, the board may provide notice of motion for adoption of the policy and/or regulation(s) at a specified board meeting or may redirect the policy for further work and revisions to staff or to the Policy Advisory Committee.

**B. Formation of New or Revision of Existing Board Policy and Regulations** (cont'd)

4. If there is a notice of motion, management will circulate the draft to schools, partner groups (and outside agencies when appropriate), with no less than six weeks (new policy) allowed for providing responses to the draft (to either the superintendent or the secretary-treasurer). If it is a revision to existing policy, the timeline for responses will be no less than three weeks.
5. The superintendent, secretary-treasurer (or designate) will review and analyze the responses received, and then report to the board, outlining the responses and subsequent analysis with any revisions required to the initial draft
6. The final draft will be considered for adoption at the board meeting indicated in the notice of motion initially provided.

**C. Revised Regulations**

Since regulations do not change policy direction, management will bring suggestions for revisions of a regulation to the board for consideration. Revisions to regulations will be made by management submitting a draft of the proposed revisions to the board for adoption or direction.

**D. Waiver of Procedural Requirements**

The board may waive procedural requirements as outlined in this policy in unusual or exceptional circumstances.

**E. Policy Manual**

1. The board policy manual shall contain approved board policies, regulations and by-laws.
2. Distribution of the policy manual and its updates shall be according to a list prepared by the secretary-treasurer and approved by the board, and shall be the responsibility of the secretary-treasurer.
3. It is the responsibility of the supervisor at each distribution point to ensure that draft policies are posted and the policy manual is kept current.
4. It is the responsibility of each trustee to ensure that his or her policy manual is kept current.

**PLEASE NOTE:** The web-based version of the board policy manual can be found on the district website, and is considered the most up-to-date version.