

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #110 Policy Development and Maintenance

RATIONALE

A primary responsibility of the Board of Education is to set policy to promote the effective operation of schools and programs.

Policy is based on the beliefs and values espoused by the public Board; it is dynamic and provides guidance for future actions.

POLICY

The Board's Business and Education Committees shall have responsibility for bringing all new policies and revisions to the Board for decision. Initiatives for new policy or policy revisions may originate from the Board of Education, any of the Board's committees, the Superintendent or the Secretary Treasurer. Policy processes will include opportunity for input from stakeholders.

ADOPTED: November 8, 1999

Reviewed/Revised:

September 10, 2007

March 7, 2016

Statutory Reference:

REGULATIONS AND PROCEDURES

POLICY #110 Policy Development and Maintenance

1. Formulation of Policy

In general, a draft policy statement shall come to the Board in the following manner:

- a) The draft policy will be in the form of a recommendation from either the Business or Education Committee.
- b) The draft policy will be presented at a regular meeting of the Board at which amendments to the draft may be made.
- c) The draft policy will be presented with the agenda in advance of the meeting at which the policy is considered.
- d) The draft policy will remain on the table until distribution of the agenda for the next monthly Board meeting during which time copies of the proposed policy will be placed on the District's website for general public input. Notification that the policy has been posted to the website will be circulated to stakeholders.
- e) If revisions are made that significantly alter the intent of the statement, the policy draft may be referred back to the committee from which it was derived or remain on the table for an additional period.
- f) If no significant revisions are required, policy statements may be adopted at the regular monthly Board meeting following the introduction of the draft policy.
- g) Unless specifically stated in the policy, the effective date of the policy shall be the date of Board adoption which shall be recorded with the text of the adopted policy.
- h) Electronic copies of policies shall be available to stakeholder groups through the district website.

2. Policy Implementation

1) Formulation of Regulations and Procedures

In general the following steps will be taken in the development of regulations and procedures:

- a) Executive Officers of the Board will be responsible for the formulation of Regulations and Procedures which shall be submitted to the Business or Education Committee for consideration at the earliest possible committee meeting.

- b) The Board reserves the right to review administrative regulations and procedures at its discretion but it shall revise or veto such regulations only when, in the judgment of the Board, they are inconsistent with the intent of the Board's adopted policies.
- c) Every regulation and procedure issued will be marked with the adoption date and will be filed with the associated governing Board policy.

2) Policy Review and Maintenance

The Secretary-Treasurer shall maintain one master copy of the district policy book in a paper form. The official Policy Manual shall be the electronic copy held on the District's website. Policies shall be reviewed no less than every five (5) years to ensure currency and applicability. The Secretary-Treasurer shall be responsible for ensuring that the website and master copy is kept current.

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