

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

BYLAW

NO: 11

DATE: 1997-09-09

REVISED: 2003-03-25

2007-01-23

SUBJECT: **POLICY PROCEDURE AND DEVELOPMENT**

- 1.1 The Board of School Trustees considers its major function to be the development of policy consistent with the mission statement and goals for the school district.
- 1.2 The Board believes that policies are principles adopted by the Board to chart a course of action. Policies are guides for action by administration, which then proposes the rules and regulations for specific direction to the school district personnel and guidance to parents.
- 1.3 All policies shall be adopted, amended or rescinded by a majority of the Board.
- 1.4 Any person within the boundaries of the school district, or employed by the Board of School Trustees, may make written suggestions or recommendations for policies to the Secretary-Treasurer or the Superintendent who will bring the submission to the Board.
- 1.5 The Board may pursue a particular policy and will initiate the work by referring it to the Policy Committee.
- 1.6 The Policy Committee, made up of Board Members, Senior Administration and education stakeholders, will assemble the background material and formulate a draft policy for the Board.
- 1.7 Any trustee may present a notice of motion at any regular meeting of the Board for first reading of a policy.
- 1.8 If the policy is approved at first reading, it is circulated for 30 days to all education stakeholders for suggestion and review. Suggestions and comments on the policy in circulation should be directed in writing to the Superintendent or the Secretary-Treasurer.
- 1.9 The policy will be returned to the Board at the next regular meeting following the 30 day circulation period for second reading. Third reading may take place at the same meeting or at the following Board meeting in accordance with Bylaw #6, Procedure on Bylaws.
- 1.10 Prior to second reading, the Board may amend or adjust the policy based on comments and suggestions it receives. The Board may also refer the policy back to the Policy Committee for further review at this point.
- 1.11 Policies which have completed third reading and have been approved by the Board will be circulated to all stakeholders to be inserted into their Policy Manual.

- 1.12 At any time the Board may amend or rescind a policy through a notice of motion served at a regular meeting. The Board at any time may also give notice of motion to amend a policy and have it referred to the Policy Committee.
- 1.13 At a regular Board meeting, but not later than the third Board meeting following the serving of the notice of motion, a policy can be amended or rescinded.
- 1.14 The Board may at any time make an exception to any policy based on a majority vote of the Board for a specific instance or event.
- 1.15 Senior Administration can make an exception to policy, only in the case of a genuine emergency, which if not acted upon could have an adverse effect on the operation of the school system. Senior Administration should in any event contact the Board Chair or designate to provide notice of the exception.
- 1.16 To ensure that each policy is current, there shall be a formal review of each policy every three years. Following is the sequence for the reviewing of existing School Board policies:
 - 1. The Board policy committee will review existing policy every three years.
 - 2. The policy committee will make recommendation to the Board as to the disposition of policy once it is reviewed, i.e., re-affirm, delete or change.
 - 3. The Board of School Trustees will re-affirm policy by regular motion or delete or change existing policy by regular motion for non-substantive changes.
 - 4. For policy that is to be substantively changed or deleted, the Board will refer such policy to its regular procedures for developing policy, as per section 1.8 – 1.11 of this bylaw.
 - 5. Existing policies that are to be reaffirmed will be bundled for board consideration and printed copies will not be included in the board package. By amendment to the motion as presented, the Board may refer any individual policy or group of policies for further consideration before voting on the original motion to reaffirm bundled policies.

Policy Development Process

I. Request to Board for Policy Review or Development



