

## 113: POLICY, REGULATIONS and ADMINISTRATIVE PROCEDURES DEVELOPMENT

Approved: 87 04 07  
Amended: 13 06 11  
Amended: 18 05 08

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### POLICY

**The Board of Education believes that it can best discharge its duties and responsibilities by the establishment of sound policies and by charging its executive officers with the responsibility of administering those policies.**

**The Board authorizes the establishment and ongoing upgrading of a School District 70 Pacific Rim Policy Manual, which will include the Board's policy statements and supporting regulations, as well as the administrative procedures designed to implement the policies.**

**The authority for the approval, deletion or amending of Policy Statements, Regulations and Administrative Procedures shall lie with the Board.**

**Unless the Board rules that it wishes to exercise authority over a specific set of Regulations or Administrative Procedures, the authority for establishing and amending regulations and administrative procedures shall lie with the Executive Officers of the Board in consultation with those affected by the regulation and/or administrative procedure. Any such proposed changes will be shared with the Board in a timely manner.**

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### REGULATIONS

#### 1.0 **POLICY, REGULATIONS, AND ADMINISTRATIVE PROCEDURE DEVELOPMENT**

Policy development will generally occur in the following phases:

Phase 1 – Initiation

Trustees may bring policy proposals directly to the attention of the Board. Alternately, groups or individuals wishing to present a policy proposal must contact the Superintendent of Schools who will provide the necessary assistance to having the matter brought to the attention of the Board.

**Phase 2 – Development**

Upon the approval in principle of the Board, the Superintendent of Schools or designate will have the subject researched and will prepare an initial draft of the policy. This draft will be shared with the original proposers for initial reaction.

**Phase 3 – Consultation**

The draft statement of policy will be circulated for reaction to those who may be affected by its future implementation.

**Phase 4 – Notice of Motion**

Following reaction and possible adjustment, a final draft will be prepared and presented to the Board as a “Notice of Motion”. The Notice of Motion may be referred to a committee for further review.

**Phase 5 – Discussion**

At an appropriate subsequent meeting, the Notice of Motion will be presented to the Board for detailed discussion and review.

**Phase 6 – Adoption**

At an appropriate subsequent meeting, a motion will be presented to have the policy placed in the School District 70 Pacific Rim Policy Manual.

**Phase 7 – Review**

Policy statements shall be periodically reviewed by executive officers or as directed by the Board.

Regulation and Administrative Procedure development and amendment will generally follow Phases 1-3 but do not require notice of motion procedures outlined in Phases 4-6 (above).

The Superintendent or designate shall report to the Board prior to amending or placing new Regulations or Administrative Procedures in the SD70 Policy Manual.

Regulations and Administrative Procedures shall be periodically reviewed by the Superintendent or designate or as directed by the Board.

## **2.0 CHANGES IN POLICY, REGULATIONS AND/OR ADMINISTRATIVE PROCEDURES**

### **General**

The authority for approval, deletion or amending of policy statements lies with the Board.

For policy statements the required procedure includes having the revised statement received as a notice of motion at one meeting; discussed and reviewed at a subsequent meeting; and approved at another subsequent meeting.

For regulations and administrative procedures, the Board's Executive Officers will consult with those affected before any change is finalized.

### **Minor Changes**

Minor changes such as titles, names, telephone numbers, addresses, typographical changes etc., may be made by a resolution of the Board. Notice of motion and a detailed review is not required.