

# Coast Mountains School District 82

5000 Governance

5800 **Policy Development**

Date Adopted: Nov. 1997

## **Policy**

Policy development is an important role of the Board of School Trustees and should follow a specific process with the aim of ensuring the best possible results, yet recognizing the need to provide opportunities for input and influence on the policy by those individuals and groups interested in or affected.

**Policy** is necessary to give a guide to the administration of the district to achieve the goals as expressed in the board's intent concerning the direction and operation of the district.

Policies are guidelines, adopted by the board, to chart a course of action. They tell what is wanted and may also include why and how much. They should be broad enough to admit discretionary action by the administration in meeting day to day problems yet be specific enough to give clear guidance.

**Regulations** are the detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.

## **Regulations**

1. The regular procedure for establishing, revising, or rescinding a policy resolution shall be on the recommendation to the Board of an appropriate committee or executive officer that a policy be developed, amended or rescinded.
2. Although the first and second reading of a motion to establish, revise, or rescind a policy resolution shall be done during the public session of two regular meetings of the Board, the Board may meet before the first reading as a Committee of The Whole to consider the matter.
3. Immediately following the first reading, the Administration shall circulate the Policy to all Board administrative staff, to all school principals, Unions, and Parent Advisory Committees.
4. Each principal shall take the necessary steps to advise all members of the teaching staff of the Policy.
5. All comments and recommendations relating to the proposed policy are to be submitted to the Superintendent within four weeks from the date of first reading.
6. In urgent matters where there is no Board Policy, or insufficient policy, the Superintendent or his/her designate may make a temporary ruling until proper policy is developed. However, as soon as possible, the Superintendent of

Schools shall prepare a policy statement to cover the situation and shall seek formal adoption of it by the Board.

7. Regulations may be revised or rescinded by one reading.