



SCHOOL DISTRICT #49 (CENTRAL COAST) Policy Manual

POLICY 140: Policy Development

The Board of Education for School District No. 49 (Central Coast) has the authority under the School Act to determine policy for the district. Policy development is the fundamental process by which the Board exercises its responsibilities. Through policy, the Board establishes its vision and goals, providing direction to the school system. The Board considers the development and ongoing review of policy to be one of their major roles.

All policy shall express the will of the Board, taking into consideration the input of the public and staff. Board policies may be supported with accompanying guidelines, providing further clarity to administration.

To ensure effective policy making processes, the Board will establish a standing Policy Committee comprised of two trustees, the Superintendent of Schools and a Principal representative.

Each policy will indicate the date adopted by the Board, any amendment dates and references to legislation and contractual documents.

The Board recognizes that it is the responsibility of the administrative staff to ensure that appropriate administrative procedures are developed to support the implementation of the policy.

Guidelines

1. Policy Initiation

- 1.1. Suggestions for policy may be received by the Board from any committee of the Board, any Trustee, the Superintendent of Schools, the Secretary Treasurer, the Central Coast Principal's and Vice-Principal's Association, the Central Coast Teacher's Association, the Central Coast Non-Teaching Staff Association, the Parent Advisory Councils, or any person residing within the boundaries of the school district.
- 1.2. If the Board decides to pursue a particular policy, it will initiate work by referring the policy to the Policy Committee.

1. Policy Development

- 1.1. The Board's Policy Committee will be responsible for drafting policy proposals or policy options for the Board's consideration.
- 1.2. Background information to be considered:



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- 1.2.1. the specific need for the proposed policy
- 1.2.2. the effect the proposed policy will have on students, staff, the community, and other affected parties
- 1.2.3. the fiscal consequences of adopting the proposed policy
- 1.2.4. samples of similar policies from other Boards, if available
- 1.2.5. legal implications or other potential consequences of the proposed policy
- 1.2.6. suggestions on how the policy will be implemented, enforced, and evaluated

1.3. Consultation

- 1.3.1. Prior to developing a policy proposal, consultation may take place with reference groups in order to obtain information and ideas with respect to a specific proposed policy.

1.4. Ad Hoc Working Committee

- 1.4.1. The Board may establish an Ad Hoc Working committee to prepare a draft policy for submission to the Board Policy Committee.
- 1.4.2. The Ad Hoc Working Committee may consult with and obtain the input of persons or groups significantly affected by the policy.
- 1.4.3. The Board Policy Committee will review the draft policy and may approve the policy as drafted, make such revisions to it as it considers appropriate, require further public input or refer it back to the Ad Hoc Working Committee for revision and/or further development.
- 1.4.4. When the Board Policy Committee approves of the draft policy, it will recommend the policy to the Board through the approval process

2. Approval Process

- 2.1. Policies can only be adopted, significantly changed or rescinded by Board motion.
- 2.2. Policies will be presented in draft form to the Board for their consideration, discussion and possible approval in principle.
- 2.3. Once a draft policy has been approved in principle by the Board, the Board may direct that the document be circulated to stakeholders for input.
 - 2.3.1. Generally, the circulation and response period will extend until the next meeting of the Board. During this time, all interested parties are free to submit written commentary on the proposed policy to the Policy Committee.
- 2.4. The Superintendent will receive feedback to the draft policy and will advise the Board if a further draft is necessary.



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- 2.5. Once stakeholder comments have been taken into account, the policy will be recommended to the Board for final approval.
 - 2.6. In special circumstances, as determined by the Board, policy may be discussed and approved without following some of the above steps.
 - 2.7. Governance policies will not normally require circulation for public input, since they reflect the philosophy and operation of the Board.
3. Action in Policy Absence
 - 3.1. In cases where an action must be taken, where the Board has provided no approved policy to guide administrative action, the Superintendent has the authority to authorize action.
 - 3.2. The decisions taken in these circumstances shall be subject to a review by the Board at a regular meeting. It shall be the responsibility of the Superintendent to inform the Board promptly of such action and of any need for future policy.
4. Suspension of Policies
 - 4.1. In special circumstances, the operation of any section or sections of Board policy not bound by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.
5. Evaluation, Review and Currency
 - 5.1. The review of existing policies is the responsibility of the Policy Committee of the Board.
 - 5.2. Policies should be reviewed as necessary, and on a rotating basis. The focus of policy review is to ensure that policies have been implemented successfully and are working satisfactorily.
 - 5.3. Consideration may be given to involving those most directly influenced by the policy in designing the most suitable method of review of that policy.
6. Implementation of Policy
 - 6.1. Administrative Procedures may be developed and issued by the Superintendent to clarify the implementation of policy.