

*POLICY DEVELOPMENT*

Board Approved and Issued: June 24, 1985

Last Revised: June 19, 2013; February 2022; April 2024

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Description:

1. The Board of Education shall determine and adopt policies in accordance with procedures that will facilitate the broadest possible consultation within the district, including district employees who may have special knowledge of, or particular interest in, the policy under consideration.
2. Policies may be proposed for adoption, amendment or repeal at any Board meeting, by any member of the Board or may be placed on the agenda for debate. Policies shall be adopted, amended or repealed by a majority vote of the members of the Board.
3. It is the wish and practice of the board to consult groups affected by a proposed new or changed policy prior to making its final decision.
4. Except in an emergency situation, a thirty (30) day circulation period will be allowed to permit those interested in reacting to the policy to submit their ideas to the Board.
5. The board reserves the right to formulate or delete policy and to modify existing policy for immediate implementation. Suggestions for new policy at Board level should be referred to the Policy Committee.
6. Suggestions for new policy or modifications to existing policy will be received by the board from the Superintendent of Schools and through them from any interested party (i.e. from the district).
7. Proposed policies will be screened on behalf of the Board to make sure that they are district wide in focus. Screening shall be done by a Policy Committee consisting of 2 Trustees, and the Superintendent of Schools (or designate), to properly write, title and code new policies.
8. Proposed policies which receive "approval in principle" from the Board will be circulated to all members of the district staff, principals, schools in the district, the Peace River South Teachers' Association, other organizations representing groups of school district employees and the District Parent Advisory Council. The Board may also post policy for feedback from the general public.
9. If a situation arises in which the Board must act quickly, the Board may propose, discuss, and adopt a policy at a single meeting. However, it is the practice of the Board to review such "emergency" policies after they have been in force for several months, to ensure that the policy is well-considered and remains appropriate for continued use.

10. Before any policy is finally adopted, the Board will expect to receive a report on the feedback obtained from the circulation period and a recommendation of disposition.
11. At the Board meeting, the proposed new or amended policy shall be presented by the chairperson of the Policy Committee and a motion will be made on the recommendation of that committee; the motion, if duly seconded, will then be voted upon, and if it is carried the policy as proposed will become official policy of the Board. (Amendments or changes may be suggested by any Trustee at the meeting, and, unless the amendments and changes are substantial, will not make it necessary for the proposed policy to be referred back to committee.)
12. The formal adoption of policies will be recorded in the minutes of the Board; only those written statements so adopted and so recorded shall be regarded as official policies of the Board. Policies will go into effect immediately upon adoption, unless a specific effective date is provided in the motion to adopt.
13. On an ongoing basis, the Board shall cause a review of the policies of the district to be made and shall receive the report on such review together with any recommendations for revision.
14. When action must be taken and the Board has provided no guidelines in policy, the Superintendent of Schools (or designate) shall have the power to act.
15. The decisions of the Superintendent of Schools (or designate), however, will be brought to the Board's attention at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the Board promptly of any emergency action taken, and, if appropriate, to alert the Board to the need for policy.