

**Formulation of Policy****Policy No. 101.6R****REGULATIONS****1. Formulation of Board Policy & Regulations**

- 1.1. The development and adoption of new policies and the revision of existing policies are the responsibility of the Board of Education.
- 1.2. The Board of Education delegates to the Superintendent of Schools the analysis of policy need, the analysis of policy alternatives, and the drafting of policy and regulatory statements if required for consideration by the Board.
- 1.3. Policy needs may be brought to the attention of the Superintendent of Schools by any individual or group.
- 1.4. Policies will reflect the values, mission and vision statement of the District and shall be enabling.
- 1.5. The Superintendent of Schools shall provide the Board with a clear statement of the need for the policy and possible alternatives to fulfill the need.
- 1.6. Draft policies will be circulated to the following groups for comments:
  - Principals/Vice Principals, Managers and School Administrative Assistants
  - Parents (*school admin assistants to place a notice in newsletters that draft policies are available for review on the website*)
  - Parent Advisory Committees (PAC) (*school admin assistants to forward notice to PAC Presidents that draft policies are available for review on the website*)
  - Union Representatives; both teaching and non-teaching unions
  - Public Notice on [www.sd91.bc.ca](http://www.sd91.bc.ca)

Revisions will occur as necessary and, if necessary, a second draft will be circulated for further revision.

- 1.7. The Superintendent of Schools, or designate, with whatever consultation is deemed appropriate, shall provide regulations where required by legislation or the Board, to accompany policies for Board of Education's concurrence.
- 1.8. The formal adoption of policies shall be recorded in the minutes of the regular meeting of the Board at which the adoption vote was taken. Only such written records shall constitute the policies of the Board.

- 1.9. All Board policies shall be coded and, in each case, the exact date of Board approval will be shown.

## **2. Publication of Board Policy & Regulations**

School District No. 91 (Nechako Lakes) Policy and Regulations Manual will be posted on the school district website [www.sd91.bc.ca](http://www.sd91.bc.ca).

## **3. Revision of Board Policy & Regulations**

- 3.1. To keep its policies and regulations up to date, the Board will review its policies on a regular basis.
- 3.2. Changes or amendments to Board policy and regulations shall follow the same procedure required for the adoption of new policy.

## **4. Administration in Board Policy & Regulations Absence**

When action must be taken and the Board has provided no guidelines through policy or approved regulation, the Superintendent of Schools, or designate, shall have the power to act.