

GOVERNANCE

Policy 204

Creation and Revision of Policy and Regulations

The Board shall initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent, via the Policy Committee, shall provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.

Policies and regulations should be developed in consultation with those who are affected by them. Copies of proposed policies and regulations should be readily available to everyone who is directly concerned with Board operations or who needs Board policies to guide his/her daily decisions. Policies will be posted on the district website and on RichNet. Stakeholder groups shall be advised of all new and revised policies and regulations.

Prior to Board approval of a policy or regulations, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulations should be circulated to those affected by it for comment unless, in the opinion of the Board, the new policy or regulations, or the revision to an existing policy or regulations, is minor and does not require this process.

Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.

If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such "emergency" policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.

The formal adoption of policies and regulations shall be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record shall constitute the policies and regulations of the Board.

All Board policies and regulations shall be recorded in the appropriate section of the Policy Manual and, in each case the date of Board approval shall be shown.

The Superintendent shall ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.

Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

The Board shall initiate the development and revision of policy and regulation. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.

Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process.

