

# BOARD OF EDUCATION

## SCHOOL DISTRICT NO. 35 (LANGLEY)

POLICY MANUAL

Policy No. 1300

14 01 28

POLICY APPROVAL, DISSEMINATION,

Date 83 02 08 96 12 16

SUBJECT: REVIEW AND CHANGES Page 1

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### **POLICY FORMATION AND ADOPTION**

The Board shall provide policies for the effective and efficient operation of the school system. Regulations are the responsibility of staff and may be attached to policies to provide clarification and operational details.

### **POLICY DEVELOPMENT**

Policy needs may be indicated by any individual or group to the Superintendent of Schools.

The Board of Education may delegate to the Superintendent of Schools the analysis of policy need, the analysis of policy alternatives and the drafting of policy and regulatory statements.

Adoption of new policy, or substantive amendments to existing policy or policy repeal, along with any accompanying regulations, will only be considered by this Board when a notice of motion relating to proposal for new, amended or repealed policy has been approved by the Board, at least four weeks earlier.

Non-substantive policy changes that deal only with updating policy format, dates, legislation references and minor wording changes for clarification, may be approved by the Board without a previous notice of motion or the four week circulation period.

Individuals or groups wishing to communicate any concerns or suggestions to the proposed, amended or deleted policy or regulations may do so either by:

- i) indicating their concerns or suggestions in writing to the Secretary Treasurer;
- ii) requesting an opportunity to meet with the Board.

### **APPROVAL**

Following the minimum four week circulation of the change in policy, the proposed policy changes shall be considered by the Board.

Regulation changes will be approved by the Superintendent and be circulated to the Board for information.

Policies shall be approved, amended, or repealed by at least a simple majority of the members of the Board.

The final approval of policies shall be recorded in the Minutes of the Board.

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by two-thirds vote of Board members present at a regular or special meeting.

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### **DISSEMINATION**

The Superintendent of Schools is directed to establish and maintain an orderly plan for preserving and making accessible the policies approved by the Board. All policies shall be posted on the District website.

One current copy shall be available for viewing at the District office during regular office hours, by appointment only.

### **REVIEW**

The Board directs its executive officers to call to its attention policies that are in need of revision.

In cases where action must be taken within the school system where the Board has provided no guidelines for administrative action, the Superintendent of Schools shall have the power to authorize action. The decisions, however, shall be subject to a review by the Board at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the Board promptly of such action and the need for policy.