

**BYLAW AND POLICY DEVELOPMENT AND REVIEW**



**BYLAW**

The Board of Education believes that one of its major responsibilities is to provide leadership in education through setting Policy/By-law in accordance with both local circumstances and provincial directions. The Board's objective in establishing policy is to provide direction and guidance in the operation of the School District and its schools. Policy will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board and the opportunity for the Superintendent to exercise professional judgement in the administration (Administrative Procedures) of the District.

It shall be the Board's policy to follow a specific process of policy making, the aim being not only to ensure the best possible results but also to encourage all appropriate participation by our professional staff and the community, thereby contributing to the successful implementation of most policies. The Board will ensure that its ByLaws and Policies will be accessible to all its partners and other citizens in the community.

1. The Board of Education is responsible for establishing bylaws and policy to guide those employees to whom the Board delegates specific and general administrative and management duties.
2. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw, by resolution or by Board Policy.
3. The formal adoption of bylaws and policies shall be by three readings of the Board and recorded in the minutes. Only those written statements so adopted and recorded shall be regarded as official Board Policy. The Board is committed to a consistent, open and fair process for the development of policy prior to, and accompanying, the three readings required for adoption.
4. The formal adoption of bylaws of the Board shall be by three distinct readings. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.
5. Policies may be proposed for adoption, revision or appeal by any member of the board, staff member, student, parent or member of the community, by utilizing the worksheets for "New Policy Development" or for "Request for Policy Revision" attached to this Bylaw.
6. In the spirit of collaboration the Board Policy Committee will review with the Policy Advisory Committee (stakeholder representatives) all policy and procedures work.



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7. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.
8. The Board may request the Superintendent to change an administrative procedure to Board Policy and will provide the rationale for same.
9. The Superintendent must inform the Board of any changes to administrative procedures.
10. The Board may also repeal a Policy and subsequently delegate, to the Superintendent, authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.
11. The Board shall review each policy biannually.

**GUIDING PRINCIPLES**

When a proposed bylaw, policy or administrative procedure is being developed or reviewed, the following questions shall be considered:

1. What is the intent or rationale?
2. What is the impact on students and their families?
3. Is there consistency with Board philosophy, mission statement, goals and objectives?
4. Are there contradictions with other policies, regulations, bylaws or legislation?
5. Is the issue of significance or of general public concern?
6. Is the policy or regulation written in concise and easily understood language?
7. Are there financial considerations?
8. What are the legal implications?

**TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Meetings of the Board Bylaw No.3".

Read a first time this 26<sup>th</sup> day of May, 2015.

Read a second time this 23<sup>rd</sup> day of June, 2015.

Read a third and final time, passed and adopted this 25<sup>th</sup> day of August, 2015.

*Original signed copy on file*

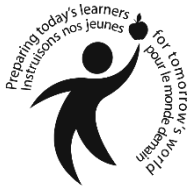
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BOARD CHAIR

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SECRETARY TREASURER

**Reference** : *School Act* : Sections 65(4), 68(1), 68(4), and 85(2)



REQUEST FOR NEW POLICY DEVELOPMENT OR POLICY REVISION

WORKSHEET

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Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

NEW Policy Topic \_\_\_\_\_

or

REVISION of Existing Policy # \_\_\_\_\_

Area of Involvement/Group/Organization

\_\_\_\_\_  
\_\_\_\_\_

**Problem or Issue or Need** - Explain why there is a need for a new policy or revision to an existing policy. *(If more space required, please use back of form).*

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Signature \_\_\_\_\_

All fields must be completed. This form may be submitted in person, via mail to the School Board Office, or electronically to the Board Policy Committee Chair, Eve Flynn at "eflynn@sd69.bc.ca"