

Title: **Process for Administrative Regulations**
Category: **Education**
Number: **1230**

I. The following process must be followed when a new administrative regulation is developed or when an existing regulation requires revision.

A. Process:

1. New regulation or revision to existing regulation developed by Superintendent of Schools.
2. Draft regulation or draft revision forwarded to relevant Board committee.
3. Draft regulation or draft revision presented to Board of Education.
4. Draft regulation or draft revision circulated and posted by management at all centres for input. (Note: all centres = Board, Management Staff, all school sites, PACs, DPAC, CUPE, SCTA)
5. Input (in writing) received for 8 weeks.
6. Input reviewed by Superintendent of Schools.
7. Changes to regulation reviewed by relevant Board committee (if substantive changes).
8. Final draft presented to Board of Education for receipt.
9. Approved/signed regulation distributed to regulation manual holders and web site updated.

B. The following information shall be included with each regulation:

1. Regulation approval:
 - a) *Date of approval*
2. References: (if applicable)
 - a) *The School Act/Ministerial Orders*
 - b) *School District No. 46 Board Policy*

II. The following process must be followed when an administrative regulation is to be repealed:

- A. Decision to repeal a regulation by Superintendent of Schools.
- B. Regulation to be repealed forwarded to relevant Board committee.
- C. Regulation to be repealed presented to Board of Education.
- D. Regulation to be repealed circulated and posted by management at all centres for input.
- E. Input (in writing) received for 4 weeks.
- F. Input reviewed and considered by Superintendent of Schools.
- G. Regulation to be repealed presented to Board of Education.

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H. Notification of repealed regulation distributed to all centres and web site updated.

III. In the event that a regulation must be repealed due to matter of urgency, the above process will be suspended and the repealed regulation will be addressed at the next board meeting.

Received: April 2017

References: Policy 11.19, *School Act* Section 85

