

Title: **Process for Administrative Regulations**  
Category: **Administration**  
Number: **1730**

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

Process:

- a. New regulation or revision to existing regulation developed by Superintendent of Schools.
- b. Draft regulation or draft revision forwarded to relevant Board committee.
- c. Draft regulation or draft revision presented to Board of Education.
- d. 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)
- e. Input (in writing) received for 8 weeks.
- f. Input reviewed by Superintendent of Schools.
- g. Changes to regulation reviewed by relevant Board committee (if substantive changes).
- h. Final draft presented to Board of Education for receipt.
- i. Approved/signed regulation distributed to regulation manual holders and web site updated.

The following information shall be included with each regulation:

- i. Regulation approval/revision history:
  - Date of approval
  - Date of revisions
- ii. References:
  - The *School Act*/Ministerial Orders
  - School District No. 46 Board Policy

2. The following process must be followed when an administrative regulation is to be repealed: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- b. Regulation to be repealed forwarded to relevant Board committee.
- c. Regulation to be repealed presented to Board of Education.
- d. Regulation to be repealed circulated and posted by management at all centres for input. (Note: all centres = Board, Management Staff, all school sites, PACs, DPAC, CUPE, SCTA)
- 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- g. Regulation to be repealed presented to Board of Education.
- h. Notification of repealed regulation distributed to all centres and web site updated.

In the event that a regulation must be repealed due to matter of urgency, the above process will be suspended and the repealed regulation will be addressed at the next board meeting.

**Adopted:** November 2004  
**Revised:** August 2008, March 2013, April 2017  
**References:** Policy 11.19, *School Act* Section 85