

# ADMINISTRATIVE REGULATIONS

TITLE: PROCESS FOR ADMINISTRATIVE REGULATIONS

CATEGORY: EDUCATION

NUMBER: 1230

CIRCULATING UNTIL FEBRUARY 18, 2026

## I. Rationale

Clear and transparent processes for developing, amending, and repealing regulations help ensure that decisions are grounded in the district's core mission of supporting student learning, well-being, and success. When staff and community members understand how operational decisions are shaped and have a respectful, predictable way to offer input, it promotes psychological safety and reinforces a culture where people feel comfortable contributing thoughts and ideas. This clarity strengthens trust across the system and supports a thoughtful, collaborative organization in service of students.

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

## II. Process

- A. New regulation or revision to existing regulation is developed by the superintendent of schools or designate.
- B. Draft regulation or draft revision is forwarded to relevant **board committee** for discussion.
- C. Draft regulation or draft revision is circulated and posted by management at all centres for input. (Note: All centres = Board, Management Staff, all school sites, PACs, DPAC, CUPE, SCTA.)
- D. Input is received via the feedback form for **35 days (during the school year)**.
- E. The superintendent of schools or designate reviews all input.
  1. If the feedback results in substantial revisions or identifies significant concerns, the regulation and feedback summary will be reviewed at the appropriate **board committee**.
  2. If no substantial revisions or significant concerns arise, the final regulation and feedback summary proceed directly to the Board of Education for receipt at the subsequent **Regular Meeting**.
- F. Notification of the completed process is distributed to all centres and the website is updated.
- G. The following information shall be included with each regulation:
  1. Date of most recent amendment
  2. Legislative and Policy References (if applicable)
- H. The same process is followed when an administrative regulation is to be repealed.
- I. In the event that a regulation must be suspended, altered or repealed due to matter of urgency, the above process will be suspended and a report will be provided about the changes at a board meeting.

**Received:** October 2020,

**References:** Board Policy 11.19, *School Act* Section 85