

Title: **Process for Administrative Regulations**

Category: **Administration**

Number: **1730**

Circulating until April 7, 2017

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

- a. Process:
 - i. New regulation or revision to existing regulation developed by Superintendent of Schools.
 - ii. Draft regulation or draft revision forwarded to relevant Board committee.
 - iii. Draft regulation or draft revision presented to Board of Education.
 - iv. 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)
 - v. Input (in writing) received for 8 weeks.
 - vi. Input reviewed by Superintendent of Schools.
 - vii. Changes to regulation reviewed by relevant Board committee (if substantive changes).
 - viii. Final draft presented to Board of Education for receipt.
 - ix. Approved/signed regulation distributed to regulation manual holders and web site updated.
- b. 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
- c. The process to repeal a regulation:
 - i. Decision to repeal a regulation by Superintendent of Schools.
 - ii. Regulation to be repealed forwarded to relevant Board committee.
 - iii. Regulation to be repealed presented to Board of Education.
 - iv. Regulation to be repealed circulated and posted by management at all centres for input.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)
 - v. Input (in writing) received for 4 weeks.
 - vi. Input reviewed and considered by Superintendent of Schools.
 - vii. Regulation to be repealed presented to Board of Education.
 - viii. Notification of repealed regulation distributed to all centres and web site updated.

In the event that a regulation must be repealed due to matter of urgency, the above process will be suspended and the repealed regulation will be addressed at the next board meeting.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

References: *School Act* Section 85