

## EASTERN SCHOOL DISTRICT

## BOARD REGULATION

SUBJECT: **Policy Process**

DATE OF ADOPTION: January 12, 2005

EFFECTIVE DATE: **January 12, 2005**

SUPERSEDES: (Policy BG - June 12, 1996)

REVIEW DATE:

CROSS REFERENCE:

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The following will apply to the development of Eastern School District Policy.

Regulations

1. In adopting policy, the Eastern School District will determine a need, collect relevant information, develop a statement of their intention and place it before the public in a first reading at a School Board Meeting. Following first reading, affected groups will be given an opportunity to respond.
2. At a School Board Meeting, agree, change or redraft the proposed policy before a second reading which will normally not be more than two months following first reading.
3. After a second reading, the policy will become effective on that date unless specified otherwise.
4. All School Board Policy will be coded using the format of the National School Boards' Association Codification Guide.
5. All School Board Policy will be kept in an Official School Board Policy Binder at the District Offices and in the Principals' Office at district schools. As well, policies will be posted on the District web-page.
6. The Planning and Priorities Committee or designate will review policy and make recommendations to the District School Board on a regular basis. Minor revisions and/or the notation of review dates to policy will be presented during a School Board Meeting for approval, and may not be required to follow the first three steps outlined in this policy.

7. On matters of unusual urgency, the Board may adopt an emergency policy with a two-thirds majority at one meeting.

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