



**The Board of Education of  
School District No. 83 (North Okanagan-Shuswap)**

**BRIEFING NOTE**

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**TO:** The Board of Education **DATE:** January 19, 2021

**FROM:** Superintendent of Schools/CEO, Peter Jory

**RE:** Policy 160 – Policy Development

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**Background**

Policy 160 – Policy Development has been revised by the Policy Committee as part of a policy review process. First reading was approved by the Board on September 22, 2020.

It is being presented for second and final reading at this time.

**Recommendation**

That the Board of Education approve the second and final reading of Policy 160 – Policy Development as presented.

Respectfully submitted,

Peter Jory  
Superintendent of Schools/CEO

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

## Policy Manual

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### **POLICY 160 POLICY DEVELOPMENT**

The Board of Education, as one of its key responsibilities, will establish and review policies.

Board Policies will consist of a belief statement identifying the values and core beliefs of the Board along with guiding principles that provide direction to trustees, employees, students, and the public.

The Board believes that it's best practice to engage the expertise of a Policy Committee. The invited members of the Policy Committee will consist of two trustee representatives, two North Okanagan-Shuswap Teachers Association (NOSTA) representatives, two Canadian Union of Public Employees (CUPE) representatives, two North Okanagan-Shuswap Principals & Vice-Principals' Association (NOSPVA) representatives, two District Parent Advisory Council (DPAC) representatives, two student body representatives, two First Nation Education Council (FNEC) representatives, the Superintendent, and one district staff person for recording minutes. The Chairperson will be the trustee so designated by the Board.

Board Policies will be developed within the following framework.

#### The Role of the Board:

1. The Board will receive requests for creation of new policy and for revision of existing policy.
2. The Board will receive requests from members of the public, a stakeholder group, or district staff through a Policy Initiation Form via <https://sd83.bc.ca/wp-content/uploads/2019/02/Policy-Initiation-Form-Fillable.pdf>
3. The Board will forward all requests to the Policy Committee for consideration and for potential creation of draft policies (new or revised) for the Board's review.
4. The Board will receive all draft policies from the Policy Committee and will give First Reading and Second (and Final) Reading to all draft policies before they come into effect. Each Reading will typically occur at a different meeting of the Board.
  - a. **First Reading** - the Board will circulate the draft policies that have been given First Reading for feedback for a period of 30 days, as follows:
    - To the stakeholder groups via email. The link to the policy feedback form will be included in the email.
    - To the general public via the district website. All policies that are under development or under revision are listed on the district webpage via <https://sd83.bc.ca/board-policies/>
    - The Board may choose to return draft policies to the Policy Committee for further revision without giving First Reading.
  - b. **Second (and Final) Reading** - the Board will give Second (and Final) Reading to all draft policies before they come into effect.
    - The Board may choose to return draft policies to the Policy Committee for further revision without giving Second (and Final) Reading.
5. The Board will provide direction to staff to publish all policies that have been given Second (and Final) Reading.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85 (2)(a)]

Related Contract Article: Nil

Adopted: June 12, 2001

Amended: December 18, 2017

Amended: **xxxxx**

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6. The Board will provide direction to staff regarding the development of any related administrative guidelines and procedures.
7. The Board will occasionally accept from staff minor revisions to policies - where the intent of the original policy remains unchanged – that may be accepted by the Board as “friendly amendments.”
8. The Board delegates to the Superintendent the responsibility for auditing all new and revised Policy statements, which shall be submitted to the Board for approval.

### The Role of the Policy Committee:

1. The Policy Committee will receive requests for creation of new policy and for revision of existing policy from the Board.
2. The Policy Committee will review all requests, and will either:
  - a. Create a new policy/revise an existing policy and submit a draft to the Board, for consideration of First Reading.
  - b. Make a recommendation for no further action/revision to the Board, for consideration.
  - c. The Policy Committee may receive requests for revisions to draft policies from the Board prior to either First Reading or Second (and Final) Reading being given by the Board.
3. The Policy Committee may, at its discretion, invite representation from other interested parties or groups when policies are being discussed that directly affect those parties or groups.
4. The Policy Committee will occasionally forward minor revisions to policies - where the intent of the original policy remains unchanged – to the Board for consideration as “friendly amendments.”
5. Current members of the Policy Committee can submit requests for new policy or for revision of existing policy via email through the Committee Chairperson.

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