

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

Policy Manual

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 consultation with stakeholder groups leads to better policy.

While policy development is the responsibility of the Board, it is best practice to delegate this responsibility to a Policy Committee in order to develop better policies. The development of any related guidelines and accompanying administrative procedures will be the responsibility of staff as directed by the Board.

Board Policies will be developed within the following framework:

1. Initiation of new policies: anyone who is not a member of the Policy Committee may submit a completed policy initiation form to make a request for a new policy. The Policy Committee will review the request and determine whether a draft policy should be prepared by staff. New policies will be presented to the Board for first and second (final) reading before coming into effect. Each reading will occur at a different meeting of the Board;
2. Revision of existing policies: anyone who is not a member of the Policy Committee may submit a completed policy initiation form to make a request for revision of an existing policy. The Policy Committee will review the request and determine whether the policy requires revisions. Revised policies will be presented to the Board for first and second (final) reading before coming into effect. Each reading will occur at a different meeting of the Board;
3. Members of the Policy Committee can request a policy initiation or policy revision by submitting a request to the Chairperson for review at agenda setting; and
4. New policies and policies that are under revision will be circulated to the stakeholder representatives via email for feedback prior to the final draft being presented to the Board. The link to the policy feedback form will be included in the email. All policies that are under development or under revision are listed on the district webpage.
5. Each draft policy statement/revision will be given two readings at different meetings of the Board.
 - a. First Reading – A new draft policy or an amendment to an existing policy statement (previously initiated) presented by administration, accepted in principle by the Board, and circulated for public feedback for 30 days. Policy returns to committee for preparation for second and final reading.

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- b. Second Reading – Draft policy or amended policy reviewed by the Board for final approval.
- 6. The invited representation on the Policy Committee will consist of one Board member, two members of NOSTA (North Okanagan-Shuswap Teachers Association), two members of CUPE (Canadian Union of Public Employees), two members of the NOSPVPA (North Okanagan-Shuswap Principals & Vice-Principals' Association) two parents, two students, two members of the First Nation Education Council, the Superintendent, and one district staff person. The chairperson will be the trustee so designated by the Board.
- 7. The Board requires that in the amendment of existing policy and in the development of new policy, input will be sought from all groups or parties who would be affected by the policy. 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.
- 8. All changes recommended by the Policy Committee shall be presented to the Board for consideration as soon as practical.
- 9. 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.
- 10. If a suggested revision to an existing Policy does not change the intent of the original policy in any manner (as determined by the Superintendent), administration may proceed to draft the revised policy and any corresponding regulation for review by the Policy Committee. The Policy Committee will then present the policy to the Board for final acceptance as a friendly amendment.
- 11. Regulations, while not the work of the Policy Committee, will be shared with the committee for feedback and consultation during the policy development or revision process.