

POLICY 160: Policy Development

One of the primary functions of the Board of Education of School District No. 8 (Kootenay Lake) is to set policy in accordance with both local circumstances and provincial directions.

Policies are detailed expressions of intent and must be based upon the Board's own Mission, Values, and Vision. The Board develops policy in consultation with advisory committees and the community. Formal publication of Board policy is necessary so that the community may hold the Board accountable.

Policies are adopted by the Board to ensure that actions taken are consistent with the School Act and its regulations, ministerial orders, other legislation, and the Strategic Plan of School District No. 8 (Kootenay Lake).

It is the responsibility of the Superintendent of Schools to recommend a program of regular evaluation and consultation to review Board policies to ensure they remain current and relevant.

Policies guide the actions of the Superintendent, who acts on the Board's behalf in monitoring the implementation of policies and administrative procedures.

Procedures

1. Development of New Policy and Revision of Existing Policies

- 1.1. Any individual, group, Trustee, or staff member may present suggestions for new Board policy or revision of an existing Board policy.
- 1.2. The suggested policy or policy revision shall be presented to the Policy Review Committee on the [Pro-Forma](#) or in a red-line version of an existing policy.

The Policy Review Committee shall determine whether there is a need for the policy or revision. If the Pro-Forma or red-line version of the existing policy is approved for revision or development, the Superintendent shall develop a draft of the policy. If the submission is not approved for policy revision or development, the rationale shall be provided to the Board.

Once the new draft has been completed, the Superintendent shall present this draft to the Policy Review Committee. For governance policies (Section 100), the Policy Review Committee will recommend the draft policy to the Board for approval at a Meeting of the Board Held in Public. For all other policies, the Policy Review Committee will recommend the draft policy to the Board at a Meeting of the Board Held in Public for approval for field testing and review by the Policy Partner Advisory Committee. The Board will approve the policy for field testing for a period of four (4) weeks and for review by the Policy Partner Advisory Committee.

Policy revisions which are routine in nature may be made without field testing.

- 1.3. During the four-week field testing period, the draft policy will be reviewed by the Policy Partner Advisory Committee. The advice from the Policy Partner Advisory Committee and other feedback will be returned to the Superintendent who may recommend revisions to the draft policy to the Policy Review Committee, if needed.
- 1.4. The feedback and revisions will be provided for the consideration of the Board at a Meeting of the Board Held in Public, prior to approval at that or a subsequent Meeting of the Board Held in Public.
- 1.5. When the initial draft requires extensive revision, a revised draft may be recirculated for four (4) additional weeks. Feedback will be returned to the Superintendent who may recommend revisions to the draft policy, if needed.
- 1.6. Where feedback consists of spelling, formatting, grammar and/or minor wording suggestions, the revised policy may be forwarded directly to the Board for approval at the next Meeting of the Board Held in Public.

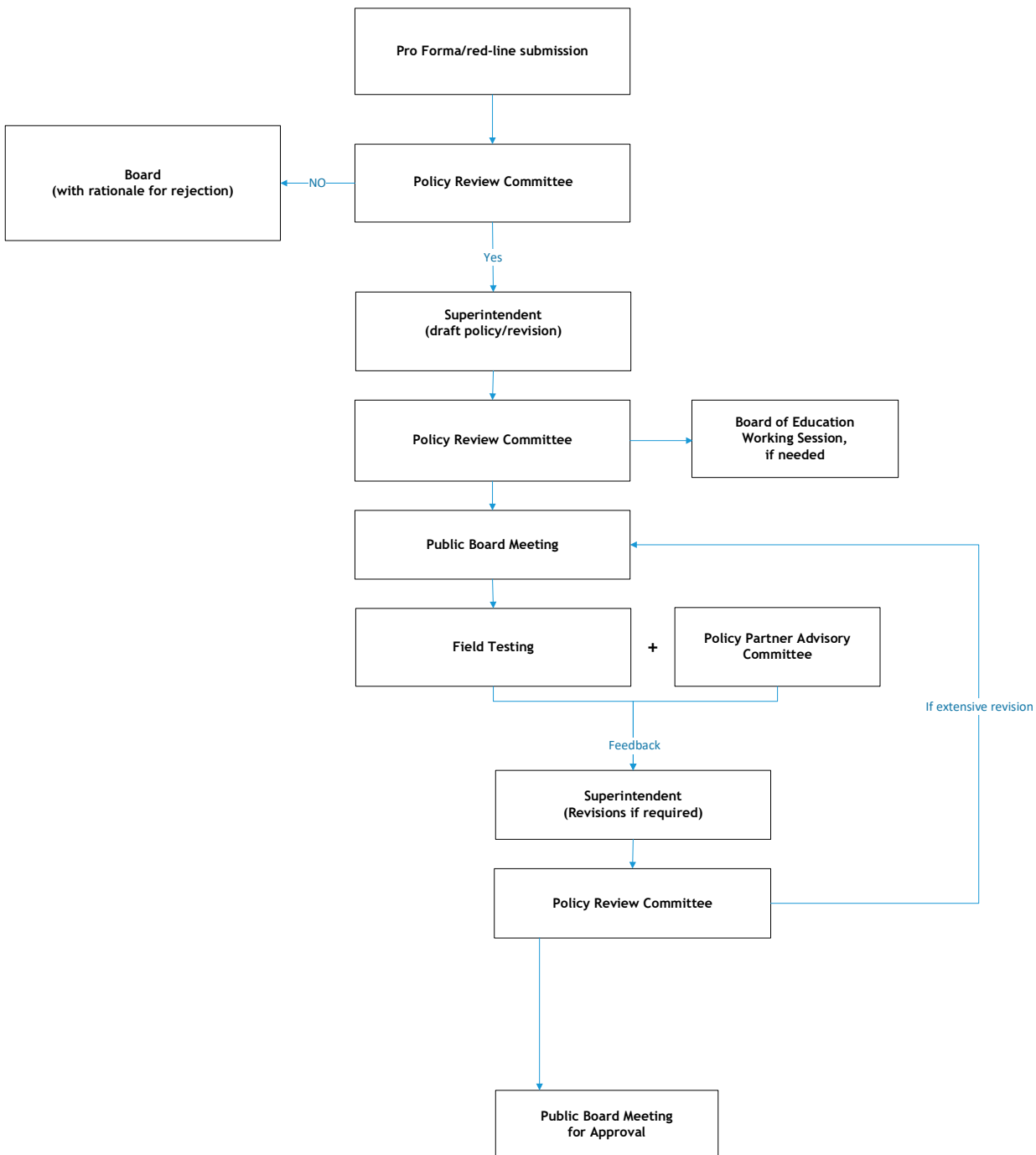
2. Administrative Procedures

- 2.1. Administrative Procedures may be developed and issued by the Superintendent to articulate operational processes.
- 2.2. It is the responsibility of the Superintendent to develop a process that ensures appropriate consultation occurs.
- 2.3. New and significantly revised Administrative Procedures will be posted on the Consent Agenda of Meetings of the Board Held in Public.
- 2.4. Administrative Procedures shall be posted on the district website, unless the procedures are restricted to specific staff in order to support school or student safety.

3. Suspension of Policies

- 3.1. In special circumstances, the operation of any section or sections of Board policy not bound by law or contract may be temporarily suspended by a two-thirds majority vote of the Board.

APPENDIX A: Policy Flow Chart



Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 85.2a\]](#)
 Related Contract Article: Nil
 Adopted: September 15, 2015
 Amended: June 12, 2018; June 21, 2022; January 10, 2023