

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 with input from 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. Items of a housekeeping nature, such as spelling, formatting, grammar and/or minor wording suggestions are left at the discretion of the Superintendent. A rationale or explanation of the change will be provided to the Board.
- 1.2. Any individual, group, Trustee, or staff member may present suggestions for new Board policy or revision of an existing Board policy.
- 1.3. 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 at a Working Session.

Once the new draft has been completed, the Superintendent shall present this draft to the Policy Review Committee. For Board governance policies, the Policy Review Committee will review the draft policy at a Working Session with the Board and following this, 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 review the draft policy at a Working Session with the Board and following this, 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, Operations, and Finance Partner Advisory Committee. Once a policy is posted for field testing, an email will be sent to partner groups alerting them of the proposed policy. The Board will approve the policy for field testing for a minimum period of four (4) weeks and for review by the Policy, Operations, and Finance Partner Advisory Committee.

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; February 11, 2025

Policy revisions which are insignificant or routine in nature may be made without field testing. A rationale or explanation of the change will be provided to the Board.

- 1.4. During field testing period, the draft policy will be reviewed by the Policy, Operations, and Finance Partner Advisory Committee. The advice from the Policy, Operations, and Finance Partner Advisory Committee and other feedback will be returned to the Superintendent.
- 1.5. If the feedback received requires minor or no revisions, the draft policy 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.
- 1.6. If the initial draft requires extensive revision, the draft policy will be referred back to the Superintendent and re-enter the review process as outlined in 1.2.
- 1.7. 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

