



SCHOOL DISTRICT NO. 20 (KOOTENAY-COLUMBIA)

2001 Third Avenue, Trail BC V1R 1R6 – Phone 250.368.6434 / Fax 250.364.2470

POLICY INITIATION/REVISION FORM

Policy 5.8
Regulation 5.8.1 R

Please note that the Board’s priority and criteria for developing new policy or revision of existing policy is outlined on page 2. Please attach additional information if necessary.

Policy Initiation/Revision Forms can be obtained from the District’s website, any school principal, or from the School Board Office. Completed forms are to be mailed, faxed or emailed to the Superintendent, Kootenay-Columbia School District No. 20, 2001 Third Avenue, Trail, BC V1R 1R6, phone 250.368.6434, fax 250.364.2470, email bford@sd20.bc.ca.

Name: _____

Telephone/Email: _____

Address: _____

Date: _____

Area of involvement (parent/group/organization):

State the problem or issue or need:

Explain why there is a need for such a policy/revision:

Outline the scope of the proposed policy/revision:

Signature: _____

Date received by Superintendent: _____

Board disposition/date: _____



Establishing Priorities for Policy Development

The Board will address the following questions, in the order of priority listed below, before considering the possible development of new policy or revision of existing policy:

- Is a new policy or revision of existing policy required by legislation or regulation?
- Is the development or revision of policy the appropriate response to an issue or set of circumstances?
- Is there a health or safety issue?
- Is there a program need?
- Is there an operational need?
- Is there an equity need?
- Is there a community issue?
- Is there a governance issue?
- Are there financial implications?
- Is the issue important enough to warrant a policy statement?
- What are the implications of continuing with status quo?
- What is the practicality or feasibility of developing a particular policy?

Criteria for Exemplary Policy

The Board will consider the following criteria when developing or revising policy:

- Policies must be consistent with the Board's statements of mission, mandate and core values.
- Policies will be developed in response to a real need and will be the result of a comprehensive consultative process.
- Policies will be clearly written with the intention that they will be easily understood by those who reference them.
- Policies will be precise enough to give guidance, but broad enough to allow appropriate discretionary action.
- Policies will be current and up-to-date.
- Policies will be readily available and accessible to anyone who wishes to reference them.
- Policies will be deemed to be effective after regular review.