



POLICY 5.8 BOARD POLICY DEVELOPMENT	Adopted: 2003-01-30
	Reviewed: 2008-05-15, 2009-04-30
	Revised: 2008-06-10, 2008-09-25, 2008-11-20, 2017.06.19

Board Responsibility for Establishing Policy

The primary responsibility of the Board is to develop and maintain policies which will service as the written guidelines for the effective functioning of the School District.

The Board will utilize a meta-policy approach to which policy will consist of general statements of principle and direction to inform trustees, employees, students, parent and the public.

Policy will have the following characteristics:

- it will set clear direction
- it will be clearly written to be easily understood
- it will be readily accessible
- it will comply with all legal requirements and prohibitions
- it will be subject to appeal as set out in its appeal bylaw
- it will be current
- it will be reviewed by the Board every five years
- new policies or policy revisions will be reviewed as necessary

REGULATION 5.8.1-R BOARD POLICY DEVELOPMENT PROCEDURES	Adopted: 2004-02-02
	Reviewed: 2008-05-15
	Revised: 2008-06-10, 2017.06.19

A. Steps in New Policy Development

A need for policy may be identified by a Board Committee, staff, employee, or any interested party, including citizens in the community. Any person may submit requests for consideration for new policy.

The following steps shall constitute the sequence for developing new Board policy:

Steps in New Policy Development			
1.	<ul style="list-style-type: none"> • Initiator fills in Policy Initiation-Revision form and submits it to the Board for consideration. 		
2.	<table border="0" style="width: 100%;"> <tr> <td style="width: 65%;"> <ul style="list-style-type: none"> • If the Board determines that a new policy is required, it refers the item to the Policy Committee. • The Policy Committee will gather information pertinent to the development of the new policy, from involved personnel and interested parties where appropriate. • Senior Administrative staff, in consultation with other personnel where appropriate, will prepare an initial draft policy and regulations or procedures as needed for the Policy Committee. • The Policy Committee will finalize and approve a draft of the new policy for presentation to the Board. • A Notice of Motion places the draft new policy on the Board agenda. </td> <td style="width: 30%; vertical-align: top;"> <ul style="list-style-type: none"> • If the Board determines that a new policy is not required, it will let the initiator know by providing a written response that will include their rationale. </td> </tr> </table>	<ul style="list-style-type: none"> • If the Board determines that a new policy is required, it refers the item to the Policy Committee. • The Policy Committee will gather information pertinent to the development of the new policy, from involved personnel and interested parties where appropriate. • Senior Administrative staff, in consultation with other personnel where appropriate, will prepare an initial draft policy and regulations or procedures as needed for the Policy Committee. • The Policy Committee will finalize and approve a draft of the new policy for presentation to the Board. • A Notice of Motion places the draft new policy on the Board agenda. 	<ul style="list-style-type: none"> • If the Board determines that a new policy is not required, it will let the initiator know by providing a written response that will include their rationale.
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3.	<ul style="list-style-type: none"> Once the Board passes the motion to approve the new policy in principle, the draft new policy will be sent out for feedback to employee groups, District Parent Advisory Council, Parent Advisory Councils, and interested parties as appropriate. The draft new policy will also be posted on the District’s website, along with a feedback form. 	<ul style="list-style-type: none"> If the Board does not approve the draft new policy in principle, it will send the draft new policy back to the Policy Committee for revision. A Notice of Motion places the revised draft new policy on the Board agenda.
4.	The Policy Committee will review all feedback and revise the draft new policy if warranted.	
5.	The draft new policy is placed on the Board agenda for approval. Once approved, administration will distribute and implement the new policy.	

B. Steps in Policy Review

As per Board policy, all policies will be reviewed every five years. The following steps shall constitute the sequence for reviewing Board policy:

Steps in Policy Review			
1.	<ul style="list-style-type: none"> The Policy Committee will determine the schedule for reviewing Board policies, and will endeavor to ensure that every policy will be reviewed every five years. 		
2.	<ul style="list-style-type: none"> The Policy Committee will determine which policies will be placed on the Policy Review Committee’s agenda for each meeting. 		
3.	<ul style="list-style-type: none"> The Policy Review Committee will review policy by: <ul style="list-style-type: none"> ➤ responding to a framework of questions designed by the Policy Committee to solicit feedback about the policy; ➤ considering whether the policy is still warranted; and, ➤ considering whether the policy is current. All feedback regarding the review of a policy by the Policy Review Committee will be provided to the Policy Committee in the form of minutes from each meeting. 		
4.	<ul style="list-style-type: none"> The feedback from the Policy Review Committee will be used by the Policy Committee as it considers the following: <ul style="list-style-type: none"> ➤ whether the policy is still warranted; and, ➤ whether the policy is current. The review may require that the Policy Committee gather information pertinent to the status of the policy. 		
5.	<ul style="list-style-type: none"> If the Policy Committee determines that a reviewed policy is warranted and current and does not require revision, the policy is placed on the agenda for the next Board meeting as a Notice of Motion to receive and approve. 	<ul style="list-style-type: none"> If the Policy Committee determines that a reviewed policy is not warranted, the policy will be placed on the next Board agenda with a Notice of Motion for the Board to approve the elimination of the policy. 	<ul style="list-style-type: none"> If the Policy Committee determines that a reviewed policy is warranted but not current, a revision to the policy will occur. The Policy Committee will revise the policy and follow the procedure as outlined in Steps for New Policy Development.