



## **SECTION 5000: GOVERNANCE**

### **POLICY 5020: POLICY DEVELOPMENT**

- *Date Adopted: March 30, 2016*
  - *Revised June 16, 2021 (Housekeeping Revisions)*
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### **POLICY STATEMENT**

The Board has a role and responsibility to set educational policies that reflect the aspirations of our communities; support our shared vision, mission statement, and educational goals; and are consistent with provincial guidelines, legislation, and regulations.

### **RATIONALE**

Policy Development reflects the responsibilities of Boards of Education, as outlined in the Mandate for the School System (OIC 1280/89). Boards of Education have a duty to govern districts and their schools in accordance with specified powers in a fiscally responsible and cost effective manner. They have a responsibility to ensure that schools provide students with opportunities for a quality education; to set education policies that reflect the aspirations of their communities and are consistent with overall provincial guidelines; to provide leadership and encouragement to schools and their communities; to cooperate with the community and social service agencies in the delivery of non-educational support services to students; and to focus on the following areas of district concern:

- Implementation of provincial and local education programs
- School finance and facilities
- Student access and achievement
- Teaching performance
- Accountability to parents, taxpayers, the community, and to the Province.

Policy Development reflects the shared vision, mission statement, and District and Board goals:

#### ***Shared Vision:***

Coast Mountains School District shall become a high performance rural school district.



## **RATIONALE** *(continued)*

### ***Mission Statement:***

Coast Mountains School District supports all learners in a variety of communities and from diverse cultures and backgrounds. Through teamwork and the building of positive relationships we create a fair, respectful, and nurturing learning environment. We enable students to experience success, to maximize their potential as educated citizens and to contribute to a changing society.

### ***District Goals:***

- To raise literacy levels in district elementary schools.
- To increase success and graduation rates for all learners.
- To challenge and engage all students, while increasing their ability to be socially responsible.
- To support staff and student growth through professional learning, networking, and the sharing of wise practices.

### ***Board of Education Goals:***

- To focus on the education of students.
- To nurture a supportive and respectful district culture.

## **LEGISLATION/REGULATIONS**

- *School Act*, Section 169 (3)
- Order in Council (OIC) 1280/89, Effective September 1, 1989
- Ministry of Education: Ministry Policy Site

## **POLICY**

School District Policy is a plan of action, based on the beliefs and goals of the School District and the Ministry of Education, which provides clear direction and expectations to guide the delivery of programs and services to our communities.

School District Policy is embedded with a legal and governance framework and must comply with existing laws, such as the *School Act*, and within subordinate legislation, such as regulations and minister's orders.



## **REGULATIONS**

1. Policies are consistent with the Board's statements of vision, mission, and goals.
2. Policies are consistent with existing legislation, regulations, and minister's orders.
3. Policies are developed in response to a real need and are the result of a comprehensive consultative process.
4. Policies are clearly written, follow a consistent format, and are easily understood by those who reference them.
5. Policies are precise enough to give guidance, but broad enough to allow appropriate discretionary action.
6. Policies are current and up-to-date.
7. Policies are readily available and accessible to anyone who wishes to reference them.
8. Policies are deemed to be effective after regular review.
9. Questions to consider for discussion and consultation:
  - a. Is a policy required by legislation or regulation?
  - b. Is the development of policy the appropriate response to an issue or set of circumstances?
  - c. Is there a health or safety issue?
  - d. Is there a program need?
  - e. Is there an operational need?
  - f. Is there an equity issue?
  - g. Is there a community issue?
  - h. Is there a governance issue?



**REGULATIONS** *(continued)*

- i. Are there financial implications?
- j. Is the issue important enough to warrant a policy statement?
- k. What are the implications of continuing with the status quo?
- l. What is the practicality or feasibility of developing a particular policy?

10. Development Process:

- a. Once a need is identified for a new or revised policy, a draft is prepared and submitted by the Superintendent of Schools.
- b. Draft policy is then reviewed by the Policy Review & Development Committee.
- c. The Policy Review & Development Committee reviews the draft policy and either:
  - i. sends it with guidelines for further revision;
  - ii. asks for more input from others, as needed; or
  - iii. forwards the draft policy with a recommendation(s) to the Business Committee for consideration by the Board.
- d. The Business Committee reviews and discusses the draft policy and either:
  - i. moves it forward to the Public Board Meeting for first reading; or
  - ii. refers it back to the Policy Review & Development Committee for revising.
- e. After passing first reading at a Public Board Meeting the draft policy is circulated to all partners for input.
- f. Following input, the draft policy is returned to the Policy Review & Development Committee for review.
- g. Depending on the input and need for changes, the draft policy may be revised, and then forwarded to the Business Committee before returning to the Public Board Meeting for second and final reading.
- h. At the Public Board Meeting, the Board reviews the draft policy and either:
  - i. Approves the draft policy for second and final reading; or
  - ii. Refers the draft policy back to the Policy Review & Development Committee for further revision.

Reference the Policy Development and Revision Process Flow Sheet on the next page.



**REGULATIONS** (continued)

**POLICY DEVELOPMENT AND REVISION PROCESS**

