

Vancouver Island West School District 84

POLICY No. 9

Adopted: 2022-06-13

POLICY MAKING

Policy making is the fundamental process by which the Board exercises its legitimate authority and responsibility. Through policy, the Board establishes goals and gives direction to the local school system.

1. The following definitions are used in the context of the Vancouver Island West School District 84 Policy Manual:

- **Policy:** A principle of governance, exercised by the Board, to guide and determine decisions.
- **Administrative Procedure:** A course of action or a specific method of accomplishing a direction established in policy established by the Superintendent.

2. **Adoption/Amendment of Policy**

Policies shall not be added to, altered or rescinded unless at a Regular Meeting of the Board. Proposals shall be introduced, moved and seconded, as Notice of Motion, and may not be adopted until a Regular Meeting of the Board at least four weeks later.

Once adopted or amended, policies shall be circulated and posted for staff and publicized if warranted.

3. **Policy Review**

The Policy Review Committee, a committee of the whole, shall review the Policy Manual four times per year, and shall table a report at a Regular Board meeting recommending whatever changes may be necessary to keep policies current and operative.

4. **Policies**

The Superintendent shall, from time to time, ensure that the policies are kept up-to-date on the District website at www.sd84.bc.ca.

Whenever a position title is changed, the Superintendent/ is authorized to edit all other policies that may be affected.

5. **Generation of New Policy**

The generation of new policy shall normally be initiated by:

- a. a Policy Review Committee recommendation;
- b. an individual Trustee recommendation; or,
- c. a recommendation from the Superintendent.

6. **Draft Policy**

The Superintendent shall write the policy draft(s) for Board consideration.

7. **Policy Consultation Process**

The object of consultation is to collect opinion and suggestions. It is not the tasks of individuals, groups or committees consulted to write policy.

a. **Prior to First Draft**

The identification of the need for a policy and the development of that policy may often include consultation with a variety of groups and individuals.

b. **At First Draft**

The first draft of a new policy is placed on the Board agenda and will be circulated to the following:

- school staff
- employee groups
- Parent Advisory Councils
- interested community groups
- Student Leadership Groups
- other specified groups or individuals who may be interested in a particular policy informing them that the draft policy will be under discussion and review at the next Board meeting and that the Board is soliciting their reaction and suggestions.

8. **Policy Review**

- a. Policy review will be done in accordance with Board Policy 10; and,
- b. Individuals or groups petitioning the Board to change existing policy should specify in writing the nature of the change desired. Such individuals or groups will be provided a copy of the existing policy and any proposed changes should be made with reference to that policy.

Legal Reference: Section 85, *School Act*