

OKANAGAN SIMILKAMEEN SCHOOL DISTRICT NO. 53

POLICY

No. A-5

Adopted: April 18, 2012
Revised: October 11, 2017
Revised: October 26, 2022
Revised: June, 2026

POLICY DEVELOPMENT, ADOPTION, REVIEW, REVISION AND DELETION

Preamble:

The Board of Education encourages participation of trustees, employees and members of the public at large in identifying the need for consideration of matters related to policy and believes that written policy statements are essential in providing goals and direction for the district.

Policy:

The *School Act* provides that a School Board has the power and capacity to “*determine local policy for the effective and efficient operation of schools in the school district.*”

1. Definitions

- i) **Policy:** A Board policy in Okanagan Similkameen School District No. 53 establishes a direction and/or a goal for the District. Policy is wide enough in scope to allow designated officials to be guided in their decisions. It will be specific and prescriptive only when administrative discretion is not deemed to be desirable. To the extent that it is prescriptive, it must be adhered to until it is revised or deleted by Board motion. Board policies may only be adopted, revised or deleted by Board motion and in accordance with the Board’s Procedural By-Laws.
- ii) **Regulation:** An administrative regulation in Okanagan Similkameen School District No. 53 is based on the governing Board policy and must be consistent with the intent of the Board as expressed in that policy. Regulations are more specific and prescriptive than policy, the degree of specificity and prescriptiveness to be at the discretion of the Superintendent of Schools who is charged with the responsibility of putting that policy into effect. Regulations are adopted, revised or deleted by the Superintendent of Schools or designate and submitted to the Board of Education. The Board may direct the Superintendent of Schools to change a regulation if it considers the regulation to be inconsistent with the intent of the governing policy.

2. Governing Principles

Policy development, adoption, review, revision and deletion in Okanagan Similkameen School District No. 53 is governed by the following principles:

- i) trustees, employees, and members of the public at large have equal rights in terms of identifying the *need* for consideration of matters related to policy;
- ii) whenever possible, individuals affected by a given policy shall be consulted prior to the adoption, revision or deletion of the policy;
- iii) persons responsible for the implementation and administration of a given policy should participate in discussion with senior management of the district prior to adoption, revision or deletion of that policy.

References:

School Act (Section 85)

OKANAGAN SIMILKAMEEN SCHOOL DISTRICT NO. 53

REGULATIONS

No. A-5

Amended: October 26, 2022

Reviewed: June, 2026

POLICY DEVELOPMENT, ADOPTION, REVIEW, REVISION AND DELETION

1. General

- 1.1 Development of policy will be concluded in at least two regular public meetings of the Board of Education.
- 1.2 The Superintendent of Schools (or designate) is responsible for bringing to the attention of the Board of Education, normally through its Standing Committees, the need for new policy and/or policies that are out of date or appear to need revision.
- 1.3 In situations where action must be taken where the Board of Education has not provided direction for administrative action, the Superintendent of Schools (or designate) shall have the power to act. The Superintendent of Schools will advise the Board of Education of such action and of the need for policy.
- 1.4 In the event that an apparent inconsistency is found to exist in a policy or its accompanying regulations, the Superintendent of Schools is empowered to act in accordance with the most recently adopted policy and is expected to bring the inconsistency to the attention of the Board of Education at the next regularly scheduled meeting of the Board.
- 1.5 There will be on-going review of policies. Each policy will include the original date of adoption and date reviewed, as appropriate. All established policies will be reviewed at least once every 4 years.

2. Recognizing the Need

- 2.1 Trustees, employees, parents, Indigenous Education Advisory Council, PAC's, and members of the public at large may make written suggestions or recommendations (Policy Initiation Form attached) for new or revised policy to the Superintendent of Schools.

3. Development

- 3.1 The Superintendent of Schools (or designate) will be responsible for preparing the first draft of each policy, with accompanying regulations as required.
- 3.2 All policies will be presented to the appropriate Standing Committee prior to presentation to the Board.
- 3.3 The Standing Committee will review the policy, identify changes, request further research, reject the policy, or recommend that the policy be presented to the Board of Education for notice of motion to adopt.
- 3.4 The Board of Education, upon receiving the policy from the Standing Committee, may identify changes, request further research by a Standing Committee, reject the policy or may give notice of motion to adopt the policy.
- 3.5 A policy receiving notice of motion is then posted in the Policy Development Section of the district website and circulated to the education community, including all parent advisory councils, District Parent Advisory Council, Indigenous Education Advisory Council, and employees for review and comment (Draft Response Form).
- 3.6 The Superintendent of Schools (or designate) prepares the final policy for formal approval by the Board of Education, taking into account any comments or suggestions that have been received. If substantive changes are recommended, the Superintendent of Schools will refer the policy to the original Standing Committee for re-working.

POLICY INITIATION FORM

Name (Please print clearly):	Telephone:
Address:	
Area of Involvement/Group/Organization:	
State the Problem or Issue or Need:	
Explain why there is a need for such a policy:	
Outline the scope of the proposed policy:	
Date:	Signature:

RESPONSE FORM

Policies are defined as *“the principles adopted by the Board of Education, which create a framework within which the Superintendent of Schools can discharge his/her duties (policies indicate what is wanted, why and to what extent).”*

Regulations *“provide the guidelines to put the policy into practice (indicate how, by whom, where, when and in what form actions are to be taken).”*

Because policy is what directs school and district administration, we invite you to share your thoughts with the Board of Education about policies that are currently being considered for approval or amendment by the Board.

Please take time to respond to the attached draft policy on the form below and return it to the District Office.

Name of Policy	Circulation Date
Contact Name	Phone Number
01. Is the draft policy easily understood? If not, what suggestions would you make to improve its clarity?	
02. Do you have concerns with the draft policy? If so, what suggestions for change would you make?	
03. Do you have other comments regarding the draft policy?	
Signature	Associated/Local School(s)