



1304 POLICY REVIEW PROCESS (NON-EMPLOYEES)

Policy Type: Board Policy Manual
Applies To: Board Directors, All Staff, Students, Visitors
Approved By: LCS Board
Policy Reviewed: every 2 years
Adopted: 06 2021
Revisions:

1. PURPOSE

- (a) This policy addresses concerns or disputes arising from current LCS Policies and/or the application of those policies and provides a process for the Society to make recommendations for changes and/or additions of new policies which may enhance and improve governance and the student and/or workplace culture of the organization.
- (b) Employee requests for a review of policies concerning working conditions, contracts or HR practices are addressed in a separate review policy (Policy 3303) that is conducted through employee representatives on the Employee Relations Committee.

2. OVERVIEW OF LCS POLICY REVIEW PROCESSES

- (a) All policies of Langley Christian School Society are under the authority of the Board and are changed, modified or added through one of three processes.
 - Board Approved Policies (Policies 1000-1300) concern governance and are only approved through a resolution of the full Board.
 - Administrative and Operations Policies – responsibility for all other policies are delegated by the Board to the Head of Schools and approved by the Policy Review Committee after recommendation and collaboration with administration.
 - Minor Administrative and Operations Policies – communicated in student and staff handbooks are delegated by the Head of Schools to Principals to effectively administrate procedures on each campus. Concerns about such policies should be directed to the Principal and follow our process outlined in Policy 1303.

3. CRITERIA FOR A REVIEW OF ANY POLICY

- (a) Full or Honorary Society Members and parents/caregivers may request a review of any LCS policy provided the Member is in good standing and the individual making the request can present a reasonable argument that meets at least one of the following criteria:

- the policy is not aligned with the Mission, Core Values or purpose of the Society as set forth in the Constitution and Bylaws
 - the policy is believed to be inconsistent with current legislative requirements or the BC Human Rights Code
 - the policy review request concerns an issue of governance
 - the policy outlines a practice that is inconsistently administered or inconsistent with current practice
- (b) If the concern does not meet the criteria above, the individual should communicate their concern with the appropriate individual, staff member, principal and/or manager best positioned to address the issue.
- (c) Full or Honorary Society Members may request the addition of a new policy where none exist to address an important issue of administration or operations that if left unaddressed, would place the organization or its reputation and standing at risk.
4. Society Members or parents/caregivers of current students who request a review of a Board policy may do so in writing and forward to the Head of Schools or Board Chair
- (a) Any request for a policy review will be forwarded to the Policy Review Committee to determine if the request meets the criteria for a review
- (b) Prior to submitting a request for review, the individual must do due diligence to investigate application of the policy and any information required for a thorough review, including but not limited to, seeking clarification from individuals involved.
- (c) The Policy Review Committee will issue a reply with 30 days indicating whether the request will be granted
5. REVIEW PROCESS
- (a) If a request for a review of a Board policy is granted, the Policy Review Committee chairperson will add the policy review to the agenda of the next scheduled committee meeting, or convene a special meeting of the committee within 3 months, whichever comes first.
- (b) The Policy Review Committee chairperson will provide a written response within 30 days of the meeting outlining any changes or reasons for rejecting any requested changes.
- (c) Decisions of the Policy Review Committee are final and may not be appealed.

Reviewed 09 2025