POLICY #2

DISTRICT POLICY AND POLICY DEVELOPMENT

PREAMBLE

The primary responsibility of the Board of Education in its provision of education for students is the determination of policies which direct the operations of the Burnaby School District's human and physical resources.   The elected Trustees are responsible for the formulation of policies and are aided in this task by the Superintendent and administrative staff. The role of the Superintendent and administrative staff is to assist in the development of policy and then oversee the implementation and monitoring of Board policies.

POLICY

THE BOARD DEVELOPS AND MAINTAINS ITS POLICIES TO PROVIDE A PUBLIC STATEMENT OF THE BOARD'S INTENT. POLICIES ARE GENERALLY BROAD ENOUGH TO ALLOW FOR DISCRETIONARY ACTION, YET SPECIFIC ENOUGH TO PROVIDE CLEAR DIRECTION TO THOSE RESPONSIBLE FOR IMPLEMENTING POLICY DECISIONS OF THE BOARD. GENERALLY SPEAKING, GOOD POLICIES:

1. **PROVIDE A CLEAR STATEMENT OF INTENT;**
2. **ARE BASED ON BELIEFS, PRINCIPLES AND VALUES;**
3. **PROVIDE GUIDELINES FOR ACTION;**
4. **ALLOW FOR DISCRETION;**
5. **ARE CONCERNED WITH THE FUTURE;**
6. **ALIGN WITH THE RIGHTS OF STUDENTS, STAFF AND COMMUNITY AS PER HUMAN RIGHTS LEGISLATION, AS WELL AS OTHER APPLICABLE LAWS AND INTERNATIONAL CONVENTIONS, INCLUDING THE UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD.**
7. **ARE DYNAMIC AND EVOLVING.**

THE BOARD MAY INCLUDE A POLICY PREAMBLE AS AN INTRODUCTORY STATEMENT THAT EXPLAINS THE POLICY PURPOSE AND UNDERLYING PHILOSOPHY. THE PREAMBLE STATEMENT HELPS TO EXPLAIN THE REASONS FOR AND INTENT OF THE POLICY, WHICH READ WITH THE REGULATIONS CLARIFIES THE APPLICATION OF THE POLICY STATEMENT.

ADMINISTRATIVE PROCEDURES

Administrative Procedures are developed by the Superintendent and arise from Policy

and/or Regulations. Administrative Procedures are more specific than Regulations and indicate who does what, how, when, and in what order. Administrative Procedures are issued by the Superintendent. Administrative Procedures clarify specific action(s) required to achieve the Board's policy/regulation. As new or amended Administrative Procedures are finalized for adoption, the Superintendent will share them with the Board at a public Board meeting.

Given the importance of policy development, the Board maintains a process which provides for:

1. A clear series of steps which constitute the process of policy development;

2. A standard format for policy statements;

3. Clear distinction between Policy, Regulations, and Administrative Procedures, by delineating responsibility and providing clear separation of these three levels in the policy manual.

STEPS IN POLICY DEVELOPMENT PROCESS

This following constitutes the sequence for developing Board policies and administrative procedures:

STEP		RESPONSIBILITY
1.	Initial decision to recommend or formulate a or a policy change or to review an existing policy	Board, Board Policy Committee, or staff
2.	Study of background information; consultation with involved personnel where appropriate	Appropriate Board Committee; staff as requested by Committee
3.	Preparation of initial draft	Senior administrators in consultation with staff as appropriate
4.	Finalization of draft; approval for presentation to the Board as a *Notice of Motion*	Board Committee, as appropriate
5.	Receipt of *Notice of Motion*	Board
6.	Distribution of *Notice of Motion*	Superintendent. or designate
7.	Review; modifications as necessary	Board Committee; senior staff
8.	Preparation of Regulations and Administrative Procedures	Senior administrators in consultation with staff as appropriate

9.   Adoption of policy;   Board

10.   Approval of Administrative Procedures; New   Superintendent
      or amended Administrative Procedures will
      be shared with the Board at a public Board
      meeting for information prior to implementation.

11.   Distribution of Policy Statements, Regulations   Superintendent
      and Administrative Procedures

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