

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

May 29, 2013

MEMORANDUM

TO: Reference Groups

FROM: Wendy De Marsh
Executive Assistant

SUBJECT: **PROPOSED REVISIONS TO POLICY 8310 (POLICY AND POLICY DEVELOPMENT)**

On May 28, 2013, the Board of Education approved draft revisions to Policy 8310 (Policy and Policy Development) for distribution to reference groups. Copies of the draft revised policy and the existing policy are attached.

If you or your organization has any comments, concerns or suggestions about this policy, please forward them in writing to:

Wendy De Marsh, Executive Assistant
School District No. 57 (Prince George)
2100 Ferry Avenue
Prince George, BC V2L 4R5

or e-mail: wdemarsh@sd57.bc.ca

or fax: Wendy De Marsh at (250) 561-6820 or 561-6801

To help focus your input, the following questions may be considered:

1. How does the new policy fit with current practice?
2. How will the new policy affect your school/department/group?
3. How will the policy affect teaching, learning and student achievement?
4. Do you have any idea(s) for making the policy more effective?
5. Are there any areas in the policy that are unclear?
6. Are there significant issues that the policy should, but does not, address?
7. Can you foresee any difficulties posed by the implementation of the policy?
8. Will the policy as proposed put unreasonable demands on people or resources? If so, how?

THE DEADLINE FOR SUBMISSIONS IS **SEPTEMBER 27, 2013**.

/wd



POLICY AND POLICY DEVELOPMENT

APPROVED: 1981.10.26

REVISED: 2001.10.30
1983.12.20 2002.10.01
1985.09.03 2011.11.22
1991.03.12 2013.xx.xx
1998.04.14

POLICY

The governance and management of public education that is within the jurisdiction of the school district is directed and guided by the policies of the Board of Education.

The Board has the sole authority to approve new policies, to make changes to existing policies and to rescind policies.

Administrative procedures, including appendices, are the jurisdiction of the Superintendent of Schools. They are included with policies for the purposes of transparency, clarity and ease of use.

Employees have the responsibility to implement and to adhere to the policies of the Board. Students, parent and the public have the responsibility to adhere to the policies of the Board while on school district property and/or while under school district jurisdiction.

DEFINITIONS:

“Administrative procedures” set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.

“Minor updates” are factual changes, including district information and titles of individuals, organizations or legislation, etc.

“Policy” is the statement of the beliefs and /or intents of the Board relative to specific topics, issues, concerns or problems as expressed through a policy statement and attendant regulations and administrative procedures (if applicable).



POLICY AND POLICY DEVELOPMENT

“**Preamble**” is short explanation of the reason(s) for the development of the policy.

“**References**” include, but are not limited to, responsibility centre, approval and revision dates, legal citations and other references, collective agreement provisions, district publications and cross-references to other policies.

“**Regulations**” are specific statements of actions required to ensure that the beliefs and/or intents of the policy are realized.

“**Responsibility centre**” is the administrative position responsible for the implementation of and adherence to the policy.

Responsibility Centre: Superintendent of Schools
References: *School Act*, Section 81, Collective agreements



POLICY AND POLICY DEVELOPMENT

PREAMBLE

The responsibilities and obligations of this school district to provide educational and support services to students and to manage the schools and the school district are set out in relevant legislation such as the *School Act* and attendance regulations, Ministerial Orders and other federal, provincial and municipal legislation.

Policy statements, regulations and administrative procedures are also aspects of the Board's governmental authority.

Policies are developed as statements of principle and rules of action for the school district. Policies should govern and direct decision-making in all areas of jurisdiction.

Approved: 1998.04.14



POLICY AND POLICY DEVELOPMENT**REGULATIONS:**

1. All policies must conform to a template consisting of the policy statement, definitions, a preamble, references and, if applicable, regulations, administrative procedures and appendices.
2. All policies and bylaws must be posted on the district website.
3. Suggestions for new policies or revisions to existing policies may be brought forward by employees, partner groups, the general public or trustees. Such requests, with accompanying rationale, should be submitted in writing to the chair of the Policy and Governance Committee. At the discretion of the chair, the request may be placed on an agenda of a Policy and Governance Committee meeting or may be forwarded to the appropriate standing committee or to the Superintendent of Schools.
4. When a new policy is developed, a review must be done to ensure that it is not in conflict with existing policies, legislation or collective agreements.
5. A new policy or major revisions to an existing policy must be reviewed by senior administration, by the appropriate committee of the Board, if applicable, and by the Policy and Governance Committee before being presented to the Board [in draft] for consideration.
6. Once a draft policy has been approved by the board for consideration, it must be distributed for a 60-day public consultation period prior to final approval by the Board. During this period, the policy must be posted on the district website and distributed to trustees, partner groups, schools and administrators in order for them to provide input. The policy may be distributed to other applicable standing committees, organizations or individuals for input at the discretion of the Superintendent of Schools or the Board.
7. The 60-day consultation period for a draft policy shall not include the summer break.
8. By separate motion, the Board may, if it deems necessary, approve a policy in principle, for implementation while the input process occurs. In these circumstances, the policy may be amended and must be approved by the Board following the conclusion of the consultation period.
9. If, after receiving input regarding a draft policy, the Board makes changes to a draft policy, the Board may seek further input before final approval of the policy.



POLICY AND POLICY DEVELOPMENT

10. At its discretion, the Board may engage in consultation prior to approving revisions to a policy.
11. Revisions to administrative procedures that are approved by senior administration must be reported to the Board at a public meeting.
12. Minor updates to policies may be approved by senior administration, but must be reported to the Board at a public meeting.
13. Policies will be reviewed by the Policy and Governance Committee on a seven-year cycle.
14. A report will be made annually to the Board regarding the status of policy development and revision.

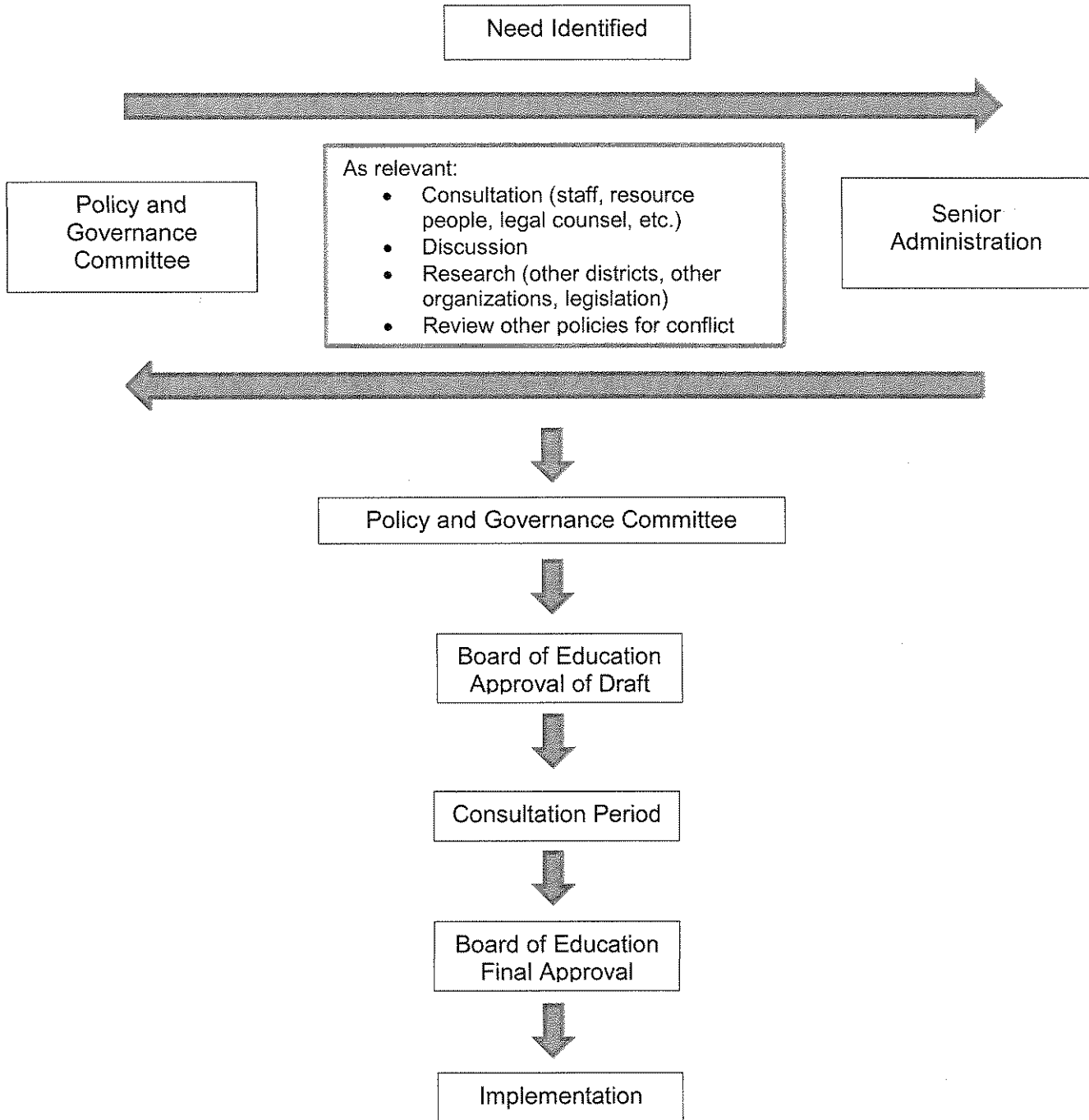
Approved: 1981.10.26

Revised: 1985.09.03, 1991.03.12, 1998.04.14, 2001.10.30, 2002.10.01, 2011.11.22, 2013.xx.xx



POLICY AND POLICY DEVELOPMENT

POLICY DEVELOPMENT AND REVISION PROCESS



Approved: 1981.10.26

Revised: 1983.12.20, 1985.09.03, 1991.03.12, 1998.04.14, 2001.10.30, 2011.11.22, 2013.xx.xx





POLICY AND POLICY DEVELOPMENT

APPROVED: 1981.10.26

REVISED: 1998.04.14
1983.12.20 2001.10.30
1985.09.03 2002.10.01
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POLICY

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The Board has the sole authority to approve new policies, to make changes to existing policies and to rescind policies.

Employees have the responsibility to implement and to adhere to the policies of the Board. Students, parent and the public have the responsibility to adhere to the policies of the Board while on school district property and/or while under school district jurisdiction.

DEFINITIONS:

“**Administrative procedures**” set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.

“**Policy**” is the statement of the beliefs and /or intents of the Board relative to specific topics, issues, concerns or problems as expressed through a policy statement and attendant regulations and administrative procedures (if applicable).

“**Preamble**” is short explanation of the reason(s) for the development of the policy.

“**References**” include, but are not limited to, responsibility centre, approval and revision dates, legal citations and other references, collective agreement provisions, district publications and cross-references to other policies.



POLICY AND POLICY DEVELOPMENT

“Regulations” are specific statements of actions required to ensure that the beliefs and/or intents of the policy are realized.

“Responsibility centre” is the administrative position responsible for the implementation of and adherence to the policy.

Responsibility Centre: Superintendent of Schools
References: *School Act*, Section 81, Collective agreements



POLICY AND POLICY DEVELOPMENT

PREAMBLE

The responsibilities and obligations of this school district to provide educational and support services to students and to manage the schools and the school district are set out in relevant legislation such as the *School Act* and attendance regulations, Ministerial Orders and other federal, provincial and municipal legislation.

Policy statements, regulations and administrative procedures are also aspects of the Board's governmental authority.

Policies are developed as statements of principle and rules of action for the school district. Policies should govern and direct decision-making in all areas of jurisdiction.

Approved: 1998.04.14



POLICY AND POLICY DEVELOPMENT

REGULATIONS:

1. Policy needs may be identified by employees, reference groups, the general public or the Board.
2. Minor revisions to a policy, which do not change the intent of the policy, may be presented directly to the Board for approval. Revisions to administrative procedures may be approved by Senior Administration and will be reported to the Board at a public meeting.
3. A new policy or major revisions to an existing policy will be considered by Senior Administration and/or the appropriate standing committee of the Board or committee of the whole of the Board before being presented to the Board for approval as draft policy.
4. New policies and major revisions to existing policies will be forwarded to the appropriate reference groups in draft format for a period of 60 days, exclusive of the summer break, in order for them to provide input before final adoption by the Board.
5. By separate motion of the Board, in certain circumstances or due to operational needs, a policy may be approved in principle for implementation while the input process occurs. Such a policy may be amended and must be formally adopted by the Board following the conclusion of the input process.
6. If, after receiving input from appropriate reference groups, the Board makes substantial changes to a draft policy, the Board may seek further input from the reference groups.
7. Procedural Guidelines illustrate the sequence of steps in policy development and revision.
8. All policies must conform to a template consisting of the policy statement, definitions, preamble, references and, if applicable, regulations, administrative procedures and appendices.
9. When a new policy is developed, all policies must be reviewed to ensure that it is not in conflict with existing policies and to identify policies that will require change.
10. Current policies are available on the districts website, accessible through the Internet. Internet access is available at all district schools.
11. A report will be made annually to the Board regarding the status of policy development and revision.



POLICY AND POLICY DEVELOPMENT

ADMINISTRATIVE PROCEDURES:1. Development of New Policy

- 1.1. Suggestions for new policy may be brought forward by employees, reference groups, the general public or the Board. Requests for new policy, with accompanying rationale, are submitted to the Policy and Governance Chair in writing and may be distributed for discussion at a Policy and Governance Committee meeting.
- 1.2. Upon successful motion at Policy and Governance Committee, the request for new policy is referred to senior administration for policy development, with timelines where appropriate.
- 1.3. The draft policy may be forwarded to a meeting of Senior Administration for review and is brought to the Policy and Governance Committee for review. The Policy and Governance Committee deliberates the draft policy, directs changes or revisions and deliberates about referral to the Board for "approval in principle."
- 1.4. The Policy and Governance Chair takes the Policy and Governance-approved policy with motion to the Board.
- 1.5. The Board of Education forwards the approved policy to the appropriate reference groups for 60 days input or may refer the policy to a Committee of the Whole for further revisions or may refer the policy back to the Policy and Governance Committee for further revisions.
- 1.6. When the Board of Education refers the policy to be distributed to Reference group input is collected by senior administration and forwarded to the Policy and Governance Committee Chair who determines if the policy input will go directly to the Policy and Governance Committee or if reference groups will be invited to hear and participate in the discussion related to the input received.
- 1.7. The Policy and Governance Committee considers reference group input and changes are made as appropriate. The Policy and Governance Committee deliberates about referral to the Board and develops a motion for approval.
- 1.8. The Policy and Governance Chair takes the Policy and Governance-approved draft policy to the Board with a motion for approval.
- 1.9. Following approval, the Board of Education directs that the policy be added to the web based District Policy Manual.



POLICY AND POLICY DEVELOPMENT

2. Maintenance and Amendments of Policies

- 2.1. Policies will be reviewed on a seven year cycle in accordance with the Policy Review Schedule.

In October of each year, The Policy and Governance Committee will publish a list of policies due for review

- 2.2. The Policy and Governance Committee will ask senior administration and when appropriate, Reference Groups, for comments regarding the relevancy and appropriateness of the policy and its provisions along with suggested revisions. Any comments received by the posted deadline will be given to the Policy and Governance Committee for consideration.
- 2.3. The Policy and Governance Committee will review the policy regarding its relevancy and the appropriateness of its provisions, and will forward to senior administration to draft any proposed revisions
- 2.4. The draft policy may be forwarded to a meeting of Senior Administration for review and is brought to the Policy and Governance Committee for review. The Policy and Governance Committee deliberates the draft policy, directs changes or revisions and deliberates about referral to the Board for “approval in principle.”
- 2.5. The Policy and Governance Chair takes the Policy and Governance-approved policy with motion to the Board.
- 2.6. The Board of Education may forward the approved policy to the appropriate reference groups for 60 days input or may refer the policy to a Committee of the Whole for further revisions or may refer the policy back to the Policy and Governance Committee for further revisions.
- 2.7. When the Board of Education refers the policy to be distributed to Reference group input is collected by senior administration and forwarded to the Policy and Governance Committee Chair who determines if the policy input will go directly to the Policy and Governance Committee or if reference groups will be invited to hear and participate in the discussion related to the input received.
- 2.8. The Policy and Governance Committee considers reference group input and changes are made as appropriate. The Policy and Governance Chair takes the Policy and Governance-approved policy to the Board for final motion of approval.



POLICY AND POLICY DEVELOPMENT

- 2.9. Following approval, the Board of Education directs that the policy is added to the web based District Policy Manual.

Approved: 1981.10.26

Revised: 1985.09.03, 1991.03.12, 1998.04.14, 2001.10.30, 2002.10.01, 2011.11.22



POLICY AND POLICY DEVELOPMENTPOLICY DEVELOPMENT AND REVISION PROCESS

<u>Step</u>		<u>Development</u>	<u>Revision</u>
1	Problem Identification and Need <ul style="list-style-type: none"> May be done by employees, reference groups, the general public or the Board. 		
2	Research and Writing of Draft <ul style="list-style-type: none"> Identify and establish the parameters within which the policy should be developed or revised Research could include written sources, interviews of appropriate staff or interviews of resource people from outside the district. 		
3	Referral to Senior Administration	*	*
4	Referral to Policy and Governance Committee <ul style="list-style-type: none"> Policy development for referral to the Board. 		
5	Referral to Board for Approval in Principle (Draft) <ul style="list-style-type: none"> May be changed according to direction from Board. Accept for distribution to reference groups. 	*	*
6	Reference Groups Input <ul style="list-style-type: none"> To include appropriate affected groups, such as CUPE, PGPVPA, PGDTA, administrators, staff, district parent advisory council, parent advisory councils, Aboriginal Education Board and/or individuals or organizations within or outside of the school system. 		*
7	Referral to Policy and Governance Committee <ul style="list-style-type: none"> Reference group input considered and changes made as appropriate. 		*
8	Referral to Board for Final Approval	*	*
9	Implementation <ul style="list-style-type: none"> Enter changes on the district website. 		

** Not applicable in every case.*

Approved: 1981.10.26

Revised: 1983.12.20, 1985.09.03, 1991.03.12, 1998.04.14, 2001.10.30, 2011.11.22

