

School District #62 (Sooke)

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| POLICY DEVELOPMENT | No.: A-500 |
| | Effective: Jan. 13/81 Revised: Oct. 11/83; Nov. 24/92; Apr. 22/97; May 26/26 Reviewed: Feb. 16/15; May 11/15; Apr. 2/26; Apr. 13/26; Apr. 28/26; May 26/26 |

SCHOOL BOARD POLICY

Policy development is a key responsibility of the Board. Policies communicate the Board's values, beliefs, and expectations, providing direction and guidelines for the District's operation.

Definitions

- **Policy:** A policy is a broad, value-based directive established by the Board to guide the organization. Policies articulate the Board's expectations, values, and strategic direction, providing a framework within which the Superintendent and staff operate. They are designed to ensure consistency, accountability, and alignment with the Board's vision and goals.
- **Administrative Procedure:** An administrative procedure is a detailed, operational guideline developed by the Superintendent or their delegate to implement Board policies. These procedures outline the specific steps and processes required to achieve the objectives set forth in the policies. They are intended to provide clarity and direction for staff in their day-to-day activities, ensuring that the Board's policies are executed effectively and efficiently.

Policy Development Process

1. **Planning:**
 - The Board, in co-operation with the Superintendent or designate, shall assess the need for a policy and identify the critical attributes of each policy to be developed.
 - Policies may be created or updated to ensure compliance with legislation has been identified.
2. **Development and Approval:**
 - At the direction of the Board, the Superintendent or designate will draft a new policy.
 - New draft policies will first be brought to the appropriate committee to gather feedback and support from appointed committee members for further development and refinement prior to being considered for adoption of the Board.
 - Only those policies which are adopted and recorded in the Board meeting minutes constitute official policies of the Board.
3. **Implementation:**
 - The Board is responsible for the implementation of policies governing its own processes.
 - The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship.
 - The Superintendent is responsible for the implementation of all other policies.

4. Evaluation and Review:

- From time to time, amendments to Board policy may need to be considered as brought forward by the Superintendent or designate to ensure it is meeting its intended purpose and to align to applicable legislation, ministerial orders, and regulations.
- The Board, supported by its committee structures, and in co-operation with the Superintendent or designated staff, shall evaluate all its policies at least once in a four-year term including bringing any recommendations for amendments to the Board for consideration.

Administrative Procedures

The Superintendent shall develop administrative procedures and may develop such other procedures as deemed necessary for the effective operation of the District. These must be in accordance with Board policies.

The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

The Superintendent must inform the Board of any changes to administrative procedures that are more than general housekeeping.

Appendix 1 - Policy A-500 – Policy Development Process Map

| Policy Category (Existing) | Policy Type | Associated Board Committee | Notice of Motion Period |
|-----------------------------------|--|-----------------------------------|--------------------------------|
| A | Foundations & Governance | Governance | Board motion (zero) |
| B | Educational Programs | Ed-Policy | 21 days |
| C | Students | Ed-Policy | 21 days |
| D | Community Communications | Ed-Policy | 21 days |
| E | Human Resources | Resources | 21 days |
| F | Corporate Services, Facilities, Transportation | Resources | 21 days |

| Policy Development Process | | Who |
|-----------------------------------|---|----------------------------------|
| 1 | Recommendation to draft or revise | Board and/or Supt or designate |
| 2 | Development Work | Staff |
| 3 | Consultation | via Board Committee |
| 4a | Notice of Motion Period | Board motion |
| 4b | Potential extension of Notice of Motion | Pending feedback (if applicable) |
| 5 | Adoption of Policy | Board motion |