Public Schools Branch
OPERATIONAL POLICY

OPERATIONAL POLICY AND PROCEDURE PROCESS	
Policy Section **General Administration**	*Policy Number* **101**
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Replaces: **ELSB Operational Policy 101 Operational Policy and Procedure Process, May 27, 2014**	

1.0   PURPOSE

Operational policies and procedures are essential to the effective and efficient management and operations of the Public Schools Branch.

2.0   POLICY STATEMENT

The Director of the Public Schools Branch (Director) shall ensure the orderly development, approval, review and dissemination of policies and procedures for the operations of the Public Schools Branch.

3.0   PARAMETERS

3.1   The Public Schools Branch has two types of policy, governance policy and operational policy.

3.2   The Board of Directors are responsible for approving governance policy and operational policy, in accordance with the *Education Act.*

3.3   In accordance with the governance policies, the Board of Directors will be the initiator of governance policy and the director will be the initiator of operational policy.

3.3   Operational procedures and guidelines shall be approved by the director.

3.4   The operational policies, procedures, and guidelines shall normally be developed within seven (7) key areas:

   3.5.1   General Administration (100 series)

   3.5.2   Finance and Facilities (200 series)

   3.5.3   Student Transportation (300 series)

   3.5.4   Programs and Services (400 series)

   3.5.5   Human Resources (500 series)

   3.5.6   School/Workplace Health and Safety (600 series)

   3.5.7   School and Community (700 series)

4.0   DEFINITIONS

4.1   <u>Policy</u>

   a)   A plan or course of action intended to influence and determine decisions, actions and other matters.

b) A position statement.

    4.1.1   <u>Governance Policy</u>
Policy that focuses on the outward vision and strategic leadership rather than administrative detail.

    4..2   <u>Operational Policy</u>
Policy that focuses on the operations and the day-to-day business and management of the Public Schools Branch.

4.2   <u>Procedure</u>
A series of instructions to assist the implementation of a policy.

4.3   <u>Guidelines</u>
Recommendations of best practices in a given situation.

5.0   CROSS REFERENCES

a) *Education Act*
b) Governance Policy - *GP2 Governing Style and Policy Development*
c) Operational Procedure - *101.1 Operational Policy and Procedure Process*