

Public Schools Branch

OPERATIONAL PROCEDURE

OPERATIONAL POLICY, PROCEDURE AND GUIDELINE PROCESS

<i>Policy Section</i> General Administration	<i>Policy Number</i> 101.1
<i>Pages</i> 2	<i>Approved Date</i> November 29, 2016
<i>Reviewed Date</i>	<i>Effective Date</i> November 29, 2016
<i>Replaces:</i> ELSB Operational Procedure 101.1 Operational Policy and Procedure Process, May 27, 2014	

1.0 DEFINITIONS

1.1 Policy

- a) A plan or course of action intended to influence and determine decisions actions and other matters.
- b) A position statement.

1.2 Procedure

A series of instructions to assist the implementation of a policy.

1.3 Guideline

Recommendations of best practice in a given situation.

2.0 DEVELOPMENT

- 2.1 The Director of Public Schools Branch (Director), in accordance with Board Governance policy, is responsible for initiating, developing and managing the policies, procedures and guidelines.
- 2.2 The Director may also consider suggested policy or procedural matters brought forward by other individuals or groups.
- 2.3 The Director shall determine whether an operational policy, procedure, or guideline is required and the matter shall normally be referred to the Manager of Policy and Planning to initiate the development process.
- 2.4 Policy development will typically involve consultation with a variety of stakeholders.
- 2.5 Policy proposals will be reviewed by the Public Schools Branch Leadership Team before being presented to the Board of Directors for approval.

3.0 POLICY APPROVAL

- 3.1 The Director shall seek the approval of the Board at a public board meeting before a policy comes into effect.

Policy proposals will be presented to the Board of Directors at a public meeting.

The Board of Directors may engage in further consultation prior to approval.

Policy proposals that are reflected for consultation will be presented to the Board for discussion and adoption at a subsequent public meeting.

4.0 PROCEDURE/GUIDELINE APPROVAL

- 4.1 The consultation process for Operational Procedures shall be determined by the Director and may include:
 - 4.1.1 Feedback from staff and/or other stakeholders.
 - 4.1.2 Posting the proposed procedure/guideline on the Public Schools Branch website for input.

- 4.2 The final proposed procedure/guideline will be brought to a Senior Leadership Team meeting for review and input.
- 4.3 The Director is responsible for approving district operational procedures/guidelines.

5.0 DISSEMINATION

- 5.1 Approved and revised operational policy, procedures, and guidelines shall be disseminated in the following manner:
 - a) Email notification to all Public Schools Branch staff.
 - b) Posted on the Public Schools Branch website at the discretion of the Director.
- 5.2 Operational policy, procedures, and guidelines may be disseminated to Department of Education, Early Childhood and Culture representatives, and other individuals or agencies, at the discretion of the Director.
- 5.3 School principals are encouraged to communicate policy, procedure, developments or revisions to their respective parent organizations.
- 5.4 An official record of past and current policies for the Public Schools Branch shall be maintained by the Director’s office.

6.0 RESCISSION

- 6.1 A Public Schools Branch operational policy or procedure can be rescinded by following the approval and dissemination procedures as noted above.

7.0 REVIEW

- 7.1 All operational policies shall be reviewed as needed by the Director in consultation with the Senior Leadership Team.
- 7.2 Operational procedures and guidelines will be reviewed and revised in conjunction with the policy or as needed.
- 7.3 If it is determined by the review that a policy, procedure, or guideline does not need to be revised, the *Date Reviewed* shall be added to the documents and updated on the Public Schools Branch website.
- 7.4 If it is determined by the review that a policy, procedure, or guideline needs revision, the Director will refer the matter to the Manager of Policy and Planning and relevant director to determine the appropriate process. This may include consultation with Public Schools Branch staff and/or other stakeholders.
- 7.5 The approval process for revised policy, procedures, and guidelines shall follow the process as previously described.

8.0 CROSS REFERENCES

- 8.1 *Education Act*
- 8.2 *Governance Policy GP2 Governing Style and Policy Development*
- 8.3 *Operational Policy 101 Operational Policy and Procedure Process*

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