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## XXXX: POLICY DEVELOPMENT ADMINISTRATIVE PROCEDURE (A/P)

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### BACKGROUND

In accordance with Policy 113, the following Administrative Procedure clearly defines how Policies and Administrative Procedures are revised and/or developed. The Board adopts Policies that communicate the Board's values, beliefs, and expectations. They are developed by the Superintendent or their designate(s). The Superintendent is charged with the responsibility of administering, implementing, and monitoring these Policies.

Administrative Procedures arise from Board Policy and are developed by the Superintendent or their designate(s). They accompany Policy statements and are more specific in that they indicate who does what, how, when and in what order. Administrative Procedures are approved, implemented, administered, and monitored by the Superintendent, unless otherwise specified by the Board.

### PROCEDURE

#### Policy Development Process

1. Review of a specific Policy may be initiated at any time by a formal request from the Board/Committee, the Superintendent or their designate(s), a Parent Advisory Council, a partner group, a school administrator, an employee, or a student who is personally affected by that Policy. The request for such a review shall be submitted to the Superintendent in writing and must detail the issues and concerns associated with the request.
2. The Superintendent or their designate(s) will determine which policies to move forward considering district priorities, legislative changes, negotiated contracts, or urgency.
3. Policy drafts/revisions will be prepared by senior staff under the direction of the Superintendent, in consultation with other staff as appropriate. Draft Policies will be presented to the Policy Committee for consideration of the following:
  - a) The intent, parameters, and clarity of the draft;
  - b) Whether the Policy requires further refinement from senior staff; and
  - c) If the draft Policy is in alignment with the Board Goals and Core Values as set out in the Strategic Plan.
4. Grammatical, spelling and/or formatting errors are solely the responsibility of the writer.
5. If the Policy Committee determines changes should be made to the draft Policy, the changes should be made, and the revised draft Policy should then be brought to the Board for approval to be sent out for Public Consultation.
6. Public consultation provides a mechanism for anyone that could be directly impacted by, or anyone who could have a significant interest in a Policy to provide feedback. A usual amount of 30 days is provided for the receipt of feedback, unless a shorter or longer period of time is requested by the Board or determined by the Superintendent.



7. The following method of Public Consultation shall be followed for the collection of feedback regarding new/revised Policies:

7.1 The office responsible for the drafting of the document will be responsible for:

- a) Providing notice to anyone that could be impacted requesting feedback by a certain date. The notice should include:
  - how the feedback should be submitted,
  - the date feedback should be submitted by; and
  - the name and contact information of the Manager of Corporate Services to whom the feedback should be submitted.
- b) The Manager of Corporate Services is responsible for:
  - Publishing the draft Policy on the Pacific Rim School District's website;
  - Removing the material at the end of the 30-day consultation period; and
  - Submitting any feedback received to the writer of the Policy for their review.

8. After the public consultation period has been completed:

- a) If feedback has been received, and if the Superintendent or their designate(s) deem it necessary to revise the Policy to include recommended changes, they will provide a revised draft Policy to the Board of Education along with the feedback received and will ask the Board of Education to adopt the Policy as amended.
- b) If no feedback has been received, or if feedback has been received that the Superintendent or their designate(s) deem unnecessary to prompt revision to the Policy, they will provide the draft Policy to the Board of Education along with the feedback received and will ask the Board of Education to adopt the Policy as presented.

9. Once a new/revised Policy has been adopted by the Board, the Manager of Corporate Services will:

- a) distribute it electronically to all district staff;
- b) send it to all supervisors/managers asking that they review the changes with their staff;
- c) have it added to the monthly Principals/Vice-Principals meeting agenda for review, who will then be asked to review the changes with staff at their schools; and
- d) publish it on the Pacific Rim School District's website for public consumption.

10. Policies will be reviewed by the Superintendent at least every three (3) years to ensure their efficacy, or as needed based on legislative requirements, situational or environmental changes or occurrences not already addressed, or matters of urgency.

#### **Administrative Procedure Development Process**

1. New Administrative Procedures will be created to accompany Policies, where no Administrative Procedure currently exists, or when a new Policy has been adopted.
2. Review of a specific Administrative Procedure may be initiated at any time by a formal request from the Board/Committee, the Superintendent or their designate(s), a Parent Advisory Council, a partner group, a school administrator, an employee, or a student who is personally affected by that



procedure. The request for such a review shall be submitted to the Superintendent in writing and must detail the issues and concerns associated with the request.

3. The Superintendent or their designate(s) will determine which Administrative Procedures to move forward considering existing policies, district priorities, legislative changes, negotiated contracts, or urgency.
4. Drafts/revisions of Administrative Procedures will be prepared by senior staff, in consultation with other staff as appropriate. Draft Administrative Procedures will be presented to the Policy Committee for consideration of the following:
  - a) The intent, parameters, and clarity of the draft; and
  - b) If the Administrative Procedure requires further refinement from senior staff.
5. Grammatical, spelling and/or formatting errors are solely the responsibility of the writer.
6. Once the draft Administrative Procedure has been finalized, the Superintendent will direct staff to send the draft document out for Consultation, as required.
7. Consultation provides a mechanism for anyone that could be directly impacted by or anyone who could have a significant interest in an Administrative Procedure to provide feedback. A usual amount of 30 days is provided for the receipt of feedback, unless a shorter or longer period of time is determined by the Superintendent.
8. The following method of Consultation shall be followed for the collection of feedback regarding new/revised Administrative Procedures:
  - 8.1 The office responsible for the drafting of the document will be responsible for:
    - a) Providing notice to anyone that could be impacted requesting feedback by a certain date. The notice should include:
      - how the feedback should be submitted,
      - the date feedback should be submitted by; and
      - the name and contact information of either, the writer of the document or their clerical staff, to whom the feedback should be submitted.
    - b) Reviewing the feedback received.
      - If feedback has been received, and if the writer deems it necessary to revise the Administrative Procedure to include recommended changes, they will provide a revised draft of the Procedure to the following applicable team (and the Superintendent) for review and final approval.
        - Finance, Operations & Assets Management Team, or the
        - Learning Services Team
      - If no feedback has been received, or if feedback has been received that the writer deems unnecessary to prompt a revision to the Administrative Procedure, they will provide the draft Administrative Procedure to the above-



noted applicable team (and the Superintendent) for review and final approval.

9. Once a new/revised Administrative Procedure has been approved by the Superintendent or their designate(s), the Manager of Corporate Services will:
  - e) distribute it electronically to all district staff;
  - f) send it to all supervisors/managers asking that they review the changes with their staff;
  - g) have it added to the monthly Principals/Vice-Principals meeting agenda for review, who will then be asked to review the changes with staff at their schools; and
  - h) publish it on the Pacific Rim School District's website for public consumption.
10. Administrative Procedures will be reviewed by the Superintendent at least every three (3) years to ensure their efficacy, or as needed based on policy changes, legislative requirements, situational or environmental changes or occurrences not already addressed, or matters of urgency.

#### **Inter-Organizational Process**

1. All revised Policies and Administrative Procedures shall be prepared showing markup, by way of strikethrough for removed wording/sections and bolding for added wording/sections.
2. All new and revised Policies and Administrative Procedures shall be prepared on the templates shown in Appendices A and B.
3. All Policies and Administrative Procedures shall note Resources and References used to create/update the document, at the bottom.

#### **Resources and References:**

Policy 110: Board Procedure

Policy Statement and Guidelines for Public Participation - Department of Justice

Vancouver School Board Policy Handbook – Policy Development