

**DISTRICT POLICY AND POLICY DEVELOPMENT**

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**PREAMBLE**

The primary responsibility of the Board of Education in its provision of education for students is the determination of policies which direct the operations of the Burnaby School District's human and physical resources. The elected T

and/or Regulations. Administrative Procedures are more specific than Regulations and indicate who does what, how, when, and in what order. Administrative Procedures are issued by the Superintendent. Administrative Procedures clarify specific action(s) required to achieve the Board's policy/regulation. As new or amended Administrative Procedures are finalized for adoption, the Superintendent will share them with the Board at a public Board meeting.

Given the importance of policy development, the Board maintains a process which provides for:

1. A clear series of steps which constitute the process of policy development;
2. A standard format for policy statements;
3. Clear distinction between Policy, Regulations, and Administrative Procedures, by delineating responsibility and providing clear separation of these three levels in the policy manual.

### **STEPS IN POLICY DEVELOPMENT PROCESS**

This following constitutes the sequence for developing Board policies and administrative procedures:

<b>STEP</b>	<b>RESPONSIBILITY</b>
1. Initial decision to recommend or formulate a or a policy change or to review an existing policy	Board, Board Policy Committee, or staff
2. Study of background information; consultation with involved personnel where appropriate	Appropriate Board Committee; staff as requested by Committee
3. Preparation of initial draft	Senior administrators in consultation with staff as appropriate
4. Finalization of draft; approval for presentation to the Board as a <i>Notice of Motion</i>	Board Committee, as appropriate

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| 9.  | Adoption of policy;  | Board          |
| 10. | Approval of Administrative Procedures; New or amended Administrative Procedures will be shared with the Board at a public Board meeting for information prior to implementation. | Superintendent |
| 11. | Distribution of Policy Statements, Regulations and Administrative Procedures   | Superintendent |

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Date Adopted: 1980-06  
Date(s) Revised: 2007-09-25  
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