
SCHOOL DISTRICT NO. 36 (SURREY)

No. 2500

POLICY: BOARD POLICY DEVELOPMENT

The Board of School Trustees of School District No. 36 (Surrey) believes that the establishment and evaluation of school district policy is a major function of the Board. The objective of the Board is to establish policies which provide direction and guidance in the operation of the school district. Policies will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board.

The Board, while recognizing its ultimate responsibility and authority to determine District policies, also recognizes the need to provide opportunities for input and influence on the policy development process to those individuals and groups interested in, or affected by, the particular policy area.

The policy development process consists of six stages:

1. **INITIATION**

The need for a policy statement in a particular area may be identified as a result of an issue arising from one of many sources, and a decision made by the Board or the Superintendent on the need for a policy statement. In addition, policy revision may be dictated as a result of a regular re-examination of existing policy.

2. **DEVELOPMENT**

It is the Administration's responsibility to consider the issue in question, obtain necessary information, explore policy alternatives and draft proposed policy. Frequently this will involve preliminary Board consideration of policy alternatives and the draft policy statement. At times there may also be a need to explore policy alternatives with constituent groups.

3. **REFINEMENT**

Consultation on the proposed policy is undertaken as appropriate, and the necessary revisions are made.

4. **FINALIZATION**

In this stage, the Board formally adopts the policy as proposed or revised.

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5. IMPLEMENTATION

It is the Superintendent's responsibility as Chief Executive Officer of the Board to implement Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue administrative regulations and meet with affected groups to ensure understanding of Board intent.

6. EVALUATION

The quality of policy and the extent of its implementation should be systematically evaluated. The Superintendent is responsible for ensuring that policy is evaluated within one year of policy formulation and thereafter on a regular basis as a part of the review and revision process.

The above stages are illustrated in the attached chart.

Att.

Revised: 1981-10-19

Reference: 1980-04-21
