

## **Policy Committee**

### **Public Meeting Agenda**

**Monday, June 8, 2026 – 11:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/64093448840>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmi̓ñəm language group on whose traditional and unceded territories we teach, learn and live.

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- 1. Adopt Agenda**
- 2. Approve Minutes**  
Public minutes from meeting held May 11, 2026 attached.
- 3. Aligning SD38 (Richmond) Policies and Guidelines with the British Columbia School Trustees Association (BCSTA) Policy Framework**  
Report from the Committee Chairperson attached.
- 4. Draft Rewrite of Policy 204/204-R: Creation and Revision of Policy and Regulations**  
Report from the Superintendent attached.
- 5. Reorganization of Board Policies, Regulations, Administrative Guidelines, and Bylaws - Phase 1A:**
  - 5.1 Role of the Board
  - 5.2 Role of the Superintendent
  - 5.3 Board Delegation of AuthorityReport from the Superintendent attached.
- 6. Status of Current and Anticipated Items**  
Status Update attached.
- 7. Next Meeting Date – Monday, September 14, 2026 at 11:00 am**
- 8. Adjournment**

**Policy Committee**  
**Public Meeting Minutes**

**Monday, April 13, 2026 – 11:00 am**  
**Via Zoom**

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**Present:**

Chairperson	D. Tabolotney
Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee	A. Wong
Superintendent	C. Usih
President, Richmond Teachers' Association	L. Baverstock
Vice President, Richmond Association of School Administrators	A. Goulas
President, Canadian Union of Public Employe 716	S. Robinson
Chair, Richmond Management and Administrative Professionals	K. Gibson
Vice President, Richmond District Parents Association	A. Gong
Member at Large, Richmond District Parents Association	K. Ching
Executive Assistant (Recording Secretary)	J. Coronel

The Chairperson called the meeting to order at 11:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

Minutes of the meeting held February 9, 2026 were approved as circulated.

**3. Policy 701.11-R: Naming and Renaming of Schools and District Facilities**

The Superintendent spoke to his report as included in the agenda package. The President of Richmond Teachers Association (RTA) expressed her appreciation for the incorporation of RTA's feedback in the revised draft. She then inquired whether guidance will be provided regarding school mascots and logos. The Superintendent clarified that there are currently no guidelines specific to school mascots and logos. However, staff will work with City Centre School staff to ensure that the process for determining the school's mascot and logo aligns with the district's policy on diversity, equity, and inclusion.

The Committee then agreed to forward the following **RECOMMENDATION** to the board:

THAT the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at the May 20, 2026, regular meeting that a recommendation for the board's consideration will be presented at the June 17, 2026 public meeting to approve revised ***Policy 701.11-R: Naming and Renaming of Schools and District Facilities.***

**4. Status of Current and Anticipated Items**

A Status of Current and Anticipated Items was attached to the agenda package. In response to a question from the President of the Richmond Teachers' Association, the Superintendent clarified that the anticipated policies listed in the status document are subject to change should emergent matters arise.

**5. Next Meeting Date – Monday, June 8, 2026 at 11:00 am.**

**7. Adjournment**

The meeting adjourned at 11:14 am.

*Respectfully Submitted,*

*Debbie Tabolotney  
Chairperson, Policy Committee*

DRAFT

## Report to Policy Committee Public

**Date:** June 8, 2026

**From:** Debbie Tabolotney, Trustee, Chairperson of Policy Committee

**Subject:** **Aligning SD38 (Richmond) Policies and Guidelines with the British Columbia School Trustees Association (BCSTA) Policy Framework**

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This report is for the committee's information. No action on the part of the committee is required at this time.

On behalf of the Board of Education, I want to share an important update on the board's work to strengthen and align our policies, regulations, and guidelines with the BCSTA Policy Framework (**Appendix A**), released in January 2026. In addition to the provincial release and discussion at the BCSTA spring 2026 symposium, trustees participated in a policy workshop led by former BCSTA president Carolyn Broady and former BCSTA executive director and superintendent Suzanne Hoffman.

Under the *School Act of BC*, boards of education function as corporate bodies, making decisions collectively and sharing a core responsibility to support student success. This responsibility is supported through a strong governance system that promotes clarity, accountability, and alignment with the district's strategic priorities.

The board is committed to strengthening its governance framework by maintaining a clear distinction between the board's governance role and the day-to-day operations delegated to the superintendent. While our current practices reflect strong governance, many of our written policies do not align with the BCSTA Policy Framework adopted by other school districts. To address this, the board is undertaking a comprehensive review of its policy framework to ensure it remains up to date, consistent, and aligned with current governance standards and legislation.

This work aligns with the BCSTA framework, which is a province-wide commitment to support and strengthen school district policies and administrative procedures. This collective effort reflects a shared commitment to ensuring that policies and administrative procedures are clear, responsive, and supportive of effective governance across all BC school districts.

A key focus of Richmond's policy reorganization efforts is reinforcing the distinction between board policy and administrative procedure. Board policies articulate the board's direction, values, and expectations—the "what" and the "why." Administrative procedures, developed by district staff, describe the "how"—the operational steps required to implement those policies. This clear separation ensures that boards remain focused on governance while district staff focus on managing day-to-day operations.

A key starting point is a rewrite of Policy 204/204-R: Creation and Revision of Policy and Regulations, as it forms the basis for developing and revising board policies and administrative procedures. Two reports are included for your reference:

- A draft rewrite of 204/204-R: Creation and Revision of Policy and Regulations
- Drafts of three governance policies:
  - a. Role of the Board
  - b. Role of the Superintendent, and
  - c. Board Delegation of Authority

Please note, the three governance policies listed above are legislated in the *School Act*. Therefore, it is the responsibility of the Board of Education to develop these policies.

The Richmond Board of Education is committed to engage with Indigenous Rights holders and partner groups when developing and revising board policies. This commitment will continue under the new policy framework. Regarding administrative procedures (APs), staff will ensure that appropriate partner groups are consulted and that new or revised APs are shared with the Policy Committee and the board for information before they are communicated to staff and the public.

Thank you for your understanding as we work together to update our policy manual.

*Respectfully Submitted,*

*Debbie Tabolotney  
Trustee, Chairperson of Policy Committee*

*Attachment:  
Appendix A: BCSTA Policy Framework*

# Policy Review for Boards of Education

BOARD POLICY REVIEW  
ADVISORY COMMITTEE



# Policy Review for Boards of Education

CONTRIBUTIONS FROM:



## Policy Review for Boards of Education

Policy work is integral for boards of education to ensure effective governance. Policies provide strategic, values-based oversight and establish standards for the school district. They also ensure accountability to the local community and support the board's statutory role under the *School Act*.

Effective policies create strong governance by ensuring values-driven leadership that strengthens strategic oversight, supports sound decision-making, and creates conditions for student success.

**PURPOSE:** Policies serve as the board's primary resource expressing values and priorities while delegating implementation and operationalization to the superintendent. The board is responsible for developing, updating, and maintaining these policies.

**ROLE:** Policy development is about setting a board's governance framework and is solely the work of, and within the purview of, the board of education.

**CLARITY:** Policy defines roles and responsibilities, emphasizing the distinction between governance (policy and oversight) and operations (administrative procedures and day-to-day management).

**TRANSPARENCY AND ACCOUNTABILITY:** Policies require open decision-making and set measurable standards for ethical conduct and performance.

**COMMUNITY ENGAGEMENT:** Encourages public input and builds trust.

An effective policy manual is a living document that should be maintained and reviewed regularly to ensure it remains current, relevant and responsive to evolving needs.

In alignment with board policies, administrative procedures describe how the superintendent and staff implement board policy and other operational matters. Administrative procedures are detailed rules, guidelines, and processes developed by the superintendent or senior administration that guide the day-to-day operations of the school district.

## Board Policy Review Advisory Committee

In June 2025, the BCSTA and Ministry of Education and Child Care identified the need for boards of education to review and modernize their policy manuals. As a result, the Board Policy Review Advisory Committee was established to develop guiding documentation to support boards of education in this work.

The Advisory Committee members, who include representatives of education partner groups, were appointed in June 2025. The committee has met eight times from July 2025 to January 2026 to develop materials to support boards in their policy review. The documentation developed by the committee aims to assist boards in establishing their governance direction and strategic vision by formulating a comprehensive set of foundational policies. The committee also acknowledges the importance of local district autonomy when developing policies that align with each district's priorities.

The committee:

- identified exemplar policies for reference
- developed materials to support boards in policy work
- provided clarity between policy and administrative procedures
- suggested workflow over three phases

### **PHASE 1: REVIEW OF THE DISTRICT'S POLICY MANUAL.**

- Evaluate the structure used for policy manuals.
- Update and/or develop the core 13 foundational policies.
- Archive/delete any outdated policies.
- Identify policies that are operational and delegate to the superintendent to develop/update administrative procedures.

### **PHASE 2: UPDATE AND DEVELOP THE REMAINING POLICIES.**

### **PHASE 3: DEVELOP A WORKPLAN FOR ONGOING REVIEW AND UPDATE OF POLICIES.**

*Note: Boards should follow their own Policy Development process as outlined in policy.*

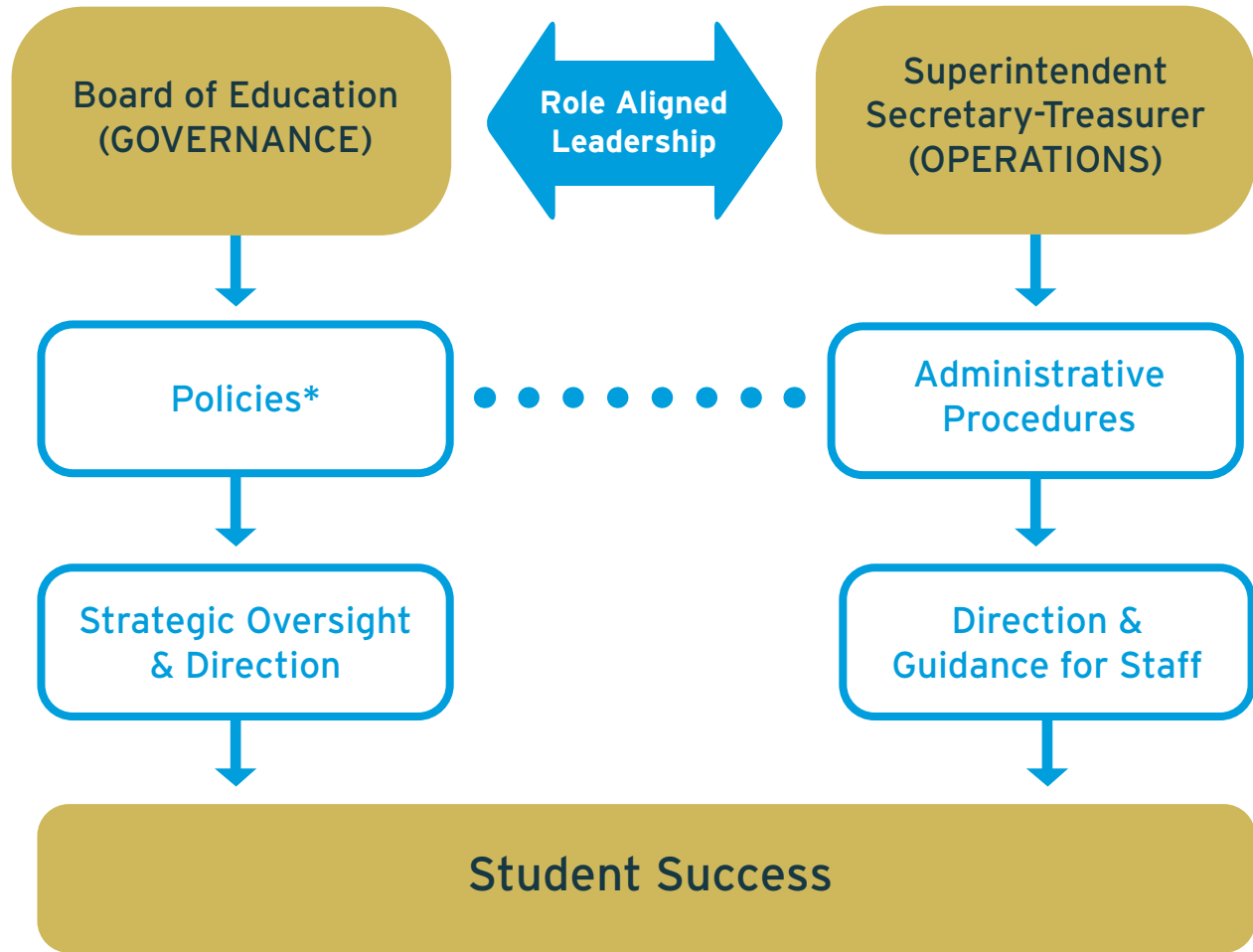
The goal is for boards of education to review and modernize board policies listed in Phase 1 of the documents by October 2026 and then continue updating policy manuals through the 2026-2030 term.

## **Board Policy Review Advisory Committee members:**

- **Carolyn Broady**, BCSTA Past President, Board Liaison and Committee Chair
- **Jen Mezei**, Burnaby, Vice-Chair
- **Kelli Sullivan**, Vernon, Chair
- **Sherri Bell**, Greater Victoria, Official Trustee
- **Pius Ryan**, North Vancouver, Superintendent, BCSSA Liaison
- **Jennifer Woollends**, Quesnel, Secretary-Treasurer, BCASBO Liaison
- **Connor Morris**, Director, Public K-12 Policy & Communications, FNEESC Liaison
- **David Nelson**, Director, Member Support Services, BCPVPA Liaison
- **Kiersten Fisher**, Executive Director, Governance and Legislation Branch, Ministry of Education and Child Care Liaison
- **Michael Rossi**, Deputy CEO, BCSTA
- **Maggie Yuen**, Executive Administrator, BCSTA
- **Suzanne Hoffman**, Consultant

# Board Policy Review:

## Policy (GOVERNANCE) & Administrative Procedures (OPERATIONS)



**POLICY** sets out the principles, expectations, and rules guiding how a school district is governed and operates.

**ADMINISTRATIVE PROCEDURES** are detailed rules, guidelines, and processes developed by the superintendent or senior administration in alignment with school board policies.

\*Some boards may have governance bylaws in their policy manual. Refer to *Appendix A* for more information about bylaws.

# Definitions:

## Policy, Bylaw and Administrative Procedure

### WHAT IS SCHOOL BOARD GOVERNANCE?

- A policy-based system through which the board establishes direction.
- Focusing the district on continuous, evidence-informed improvement in student learning and well-being.
- Ensuring clear delegation of authority with accountability.

Structures	Who's Responsible	What
<b>Policy</b>	Board	A policy sets out the principles, expectations, and rules guiding how a school district is governed and operates. A policy is not mandated but it articulates board values and guides decision making.
<b>Standing/ Operational Bylaw</b>	Board	A bylaw is a type of policy with a higher level of process attached to it. Refer to <i>Appendix A</i> for more information about bylaws.
<b>Administrative Procedure</b>	Staff	Administrative procedures are detailed rules, guidelines, and processes developed by the superintendent or senior administration that guides the day-to-day operations of the school district.

	Policy	Administrative Procedure
<b>Purpose</b>	States the principles, values, and expectations that guide the district.	Provides staff with rules, guidelines and processes to implement operational decisions.
<b>Focus</b>	The “ <b>why</b> ” and the “ <b>what</b> ” for boards of education	The “ <b>how</b> ” for staff
<b>Authority</b>	Created/approved by the board; publicly available	Created/approved by superintendent, may be connected to a board policy or stand alone.
<b>Examples</b>	Role of Board Chair, Role of Board, Role of Superintendent, Trustee Code of Conduct, Board Delegation of Authority, Recruitment and Selection of Personnel	Personnel practices, field trip approvals, student registration, emergency preparedness, provision of AED & Naloxone kits
<b>Change Process</b>	Formal board motion required, including notice of motion	Operational updates are communicated to the board by the superintendent.

## Why This Distinction Matters

- Keeps the board focused on strategy and outcomes
- Preserves administrative authority and flexibility
- Strengthens accountability and role clarity
- **POLICY:** *“The district will strive to ensure all students have equitable access to technology.”*
- **ADMINISTRATIVE PROCEDURE:** *“IT will assign devices through the district inventory system and monitor replacement cycles.”*

## Policy vs. Admin Procedure Decision Matrix

Question	Policy	Admin Procedure
Does it express a belief, value, or principle?	✓	
Is it required by Legislation?*	✓	✓
Does it direct day-to-day operations?		✓
Does it give strategic direction to the district?	✓	
Does it primarily involve detailed steps, timelines, or forms?		✓
Is it required to be approved by the board?	✓	
Can it be changed without board approval?		✓

### Policy:

**STUDENT HEALTH AND SAFETY:** *"The Board is committed to providing a safe, healthy, and inclusive learning environment for all students and staff."*

### Administrative Procedure:

**ANAPHYLAXIS MANAGEMENT:** *"School administrators will ensure individual care plans are in place for students with life-threatening allergies, including staff training and emergency response protocols."*

**ADMINISTRATION OF MEDICATION:** *"Designated staff will administer medication to students in accordance with medical authorization forms, storage requirements, and documentation standards."*

**CONCUSSION MANAGEMENT:** *"Staff will follow return-to-learn and return-to-play protocols for students who sustain a suspected concussion."*

**STUDENT MEDICAL CONDITIONS:** *"Schools will maintain records and implement supports for students with chronic or complex medical needs."*

# Exemplar Policies to Govern Effectively

Topics that should be covered in policies

(not necessarily individual policies, topics can be embedded in different policies)

Phase 1 Policies to Govern Effectively		
Policy	District	Policy
<b>Role of the Board</b>	Abbotsford	Policy 2 ( <a href="#">LINK</a> )
<b>Role of the Superintendent</b>	Delta	Policy 12 ( <a href="#">LINK</a> )
<b>Delegation of Authority</b> <i>(if not already incorporated in Role of the Superintendent) ** would be optimal to have a stand-alone policy</i>	West Vancouver	Policy 12 ( <a href="#">LINK</a> )
<b>Foundational Statements</b>	Langley	Policy 1 ( <a href="#">LINK</a> )
<b>Role of the Trustee</b>	Comox	Policy 3 ( <a href="#">LINK</a> , p12)
<b>Role of the Board Chair</b>	Okanagan Skaha	Policy 5 ( <a href="#">LINK</a> )
<b>Role of the Vice-Chair</b>	West Vancouver	Policy 7 ( <a href="#">LINK</a> )
<b>Trustee Code of Conduct (Includes Conflict of Interest)</b>	Abbotsford	Policy 6 ( <a href="#">LINK</a> )
<b>Recruitment and Selection of Personnel</b> <i>(if not already incorporated in Role of the Superintendent)</i>	Langley	Policy 15 ( <a href="#">LINK</a> )
<b>Policy Development</b>	Vancouver	Policy 10 ( <a href="#">LINK</a> )
<b>Indemnification (Bylaw)*</b>	* Please refer to Appendix A for more information about bylaws and exemplars	
<b>Trustee Election (Bylaw)*</b>		
<b>Appeals (Bylaw)*</b>		

\* ensure that they are in place as they are mandated by School Act. Refer to Appendix A for more information about bylaws.

Policies for future phase		
Policy	District	Policy
<b>Board Governance Operations</b>	Langley	Policy 7 ( <a href="#">LINK</a> )
<b>Board Committees</b>	Comox	Policy 8 ( <a href="#">LINK</a> , p52)
<b>Board Representation/ Representative</b>	Abbotsford	Policy 9 ( <a href="#">LINK</a> )
<b>Accumulating Operating and Surplus</b>	Vancouver	Policy 19 ( <a href="#">LINK</a> )
<b>Financial Planning and Reporting</b>	Cowichan	Policy 24 ( <a href="#">LINK</a> )
<b>School Closure Policy (and Bylaw) - Catchment/reconfiguration</b>	Langley Burnaby	Policy 14 ( <a href="#">LINK</a> ) Policy 12 ( <a href="#">LINK</a> )
<b>Child Care</b>	Kamloops Thompson	Policy 18 ( <a href="#">LINK</a> )
<b>Student Transportation</b>	Okanagan Skaha	Policy 18 ( <a href="#">LINK</a> , p81)
<b>Disposal of Land (Bylaw) and Improvements</b>	Abbotsford	Policy 20 ( <a href="#">LINK</a> )
<b>Trustee Renumeration and Professional Development - Includes Trustee expenses</b>	Maple Ridge Pitt Meadows	Policy 2920 ( <a href="#">LINK</a> )

Policy Category	Policies
<p><b>Required by Legislation</b></p>	<ul style="list-style-type: none"> <li>• Bylaws: Appeals, Indemnification/Trustee Election*</li> <li>• Budget</li> <li>• Capital</li> <li>• Disposition of land</li> <li>• Child Care</li> <li>• Exempt Staff</li> <li>• Hardship</li> <li>• School Closure</li> <li>• Procedural bylaws</li> </ul>
<p><b>Suggested Policies to assist in effective decision making</b></p>	<ul style="list-style-type: none"> <li>• Trustee remuneration</li> <li>• Board evaluation and monitoring</li> <li>• Trustee professional development</li> <li>• School catchment</li> </ul>
<p><b>Examples of Local Policies reflecting unique community context</b></p>	<ul style="list-style-type: none"> <li>• Student trustee</li> <li>• Racial equity</li> <li>• Business companies</li> </ul>
<p><b>Examples of Policies that should be Administrative Procedures</b></p>	<ul style="list-style-type: none"> <li>• Anaphylaxis</li> <li>• Field trips</li> <li>• Video Surveillance</li> <li>• Provision of Menstrual Products to Students</li> <li>• Physical Restraint and Exclusion in Schools</li> </ul>

*\* ensure that they are in place as they are mandated by School Act. Refer to Appendix A for more information about bylaws.*

# Policy Development Process for Boards of Education

(BOARD TO REVIEW WITH SR STAFF AND/OR CONSULTANT)

## 1. PURPOSE

- Why are we doing this review?
- Why is it important for your board?
- How does this help your board with your governance and how it operates?
- Determine your board's comfort level for what can be accomplished.
  - Can all the policies be updated/reviewed within a four-year term?
- How does this policy change help boards free up more time to strategically set a positive direction for the district instead of simply rubber-stamping decisions?

## 2. STRUCTURE

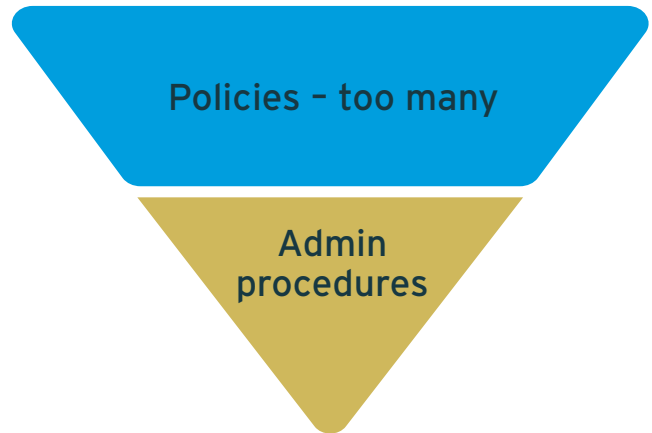
- Policy development is the work of the board of education, and it is solely the purview of the board.
  - Will the work be done by the whole board (committee of the whole) or by a sub-committee of the board?
- They are the board's policies, so, as a group, decide IF, when, who, or how consultation might take place.
  - When appropriate, consider engaging partner groups.
  - When appropriate, may need community engagement.

- What is your board's structure for policy development/review?
  - Does the board have a good understanding of policy vs. administrative procedures (AP's)?
- What is your policy review process? (See point 3 below)
  - Which policies need to be deleted? Amalgamated? Revised?
  - Which policies should be administrative procedures?
- How will your new policies be updated?
  - Will a replacement policy manual be adopted all at once, by one motion?
  - Will you adopt one policy at a time?

## 3. POLICY REVIEW

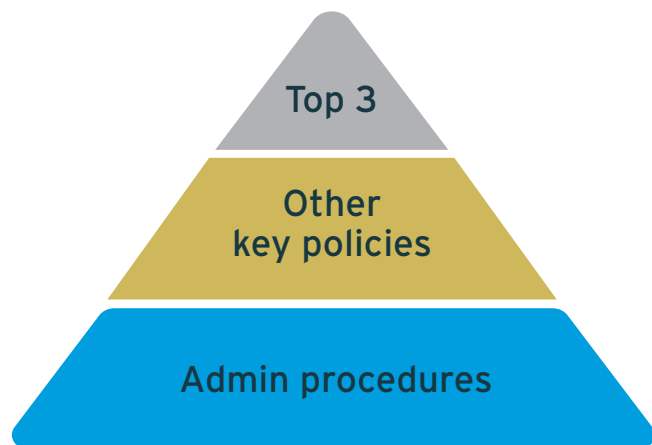
- When were your policies last reviewed?
  - Are they still relevant?
  - Have they recently been updated to modernize language, or has a full review taken place?
  - Should some policies be APs?
  - How will the trustees and senior staff identify what should be policy vs. an AP?

- After determining your comfort zone as a board, review bylaws and policies and categorize them
  - Identify if bylaw > policy > admin procedure.
    - Board to review bylaws and policies
    - Staff to review admin procedures
  - When Boards review bylaws and policies.
    - Are the policies required?
    - Can they be amalgamated?
    - Are they irrelevant? Can they be deleted?
- Identify the structure for your policy manual.
  - Boards may benefit from reorganizing their board policy manual so that it is easier to navigate, clearly focused on governance and aligned with how boards function.
  - Is there a clear delineation between board policy and administrative procedure?



### Unstable Governance Structure

**BEFORE POLICY RESTRUCTURE:  
86 Policies,  
6 Administrative Procedures**  
*Example: Refer to Appendix B*



### Stable Governance Structure

**AFTER POLICY RESTRUCTURE:  
21 Policies,  
70 Administrative Procedures**  
*Example: Refer to Appendix C*

- Review the proposed policies for deletion and approve at each board meeting.
- Amalgamated policies - thoughtfully review of policies that should be amalgamated
  - Once deleted and amalgamated, bylaws/policies are addressed, then align board policies with the BCSTA framework.
- How does your district indicate or note in the footer the work that has been done to your policies?
  - Best practice - clear definition of revise, review and update of a policy.
    - Need to be clear what is done and when it was done to the policy (in the footer)
    - REVIEW: review of policy, reviewed by board/consultant
    - UPDATE: language updates only
    - Examples of updates: When a district considers updating language (he/she → they) - not fully revised, only language updates
    - Modernizing language from regulations to administrative procedures
  - REVISE: fully reviewed, discussed, revised and approved by the board

## APPENDIX A - BYLAW

Bylaw		
<b>Definition</b>	<ul style="list-style-type: none"> <li>• A formal board of education decision requiring three (3) separate readings before adoption under the <i>School Act</i> (Section 3, Joint Rights and Duties).</li> <li>• A standing (procedural) bylaw is a type of policy with a higher level of process attached to it.</li> <li>• A bylaw cannot be easily changed and requires a robust approval process as outlined in <i>School Act</i>.</li> <li>• Guide decisions mandated by law               <ul style="list-style-type: none"> <li>• Some decisions must be made by passing a bylaw</li> </ul> </li> <li>• There are two different types of bylaws standing (procedural) bylaws and operational bylaws.               <ul style="list-style-type: none"> <li>• STANDING (PROCEDURAL) BYLAWS: Standing Bylaws are used to establish procedures to be followed for certain matters</li> <li>• OPERATIONAL BYLAWS: Operational Bylaws are bylaws adopted by the board to establish procedures and administrative requirements necessary to fulfill the board's legal and operational obligations under applicable legislation and regulations.</li> </ul> </li> </ul>	
<b>Purpose</b>	Governs how the board itself operates	
<b>Focus</b>	How the board governs itself	
<b>Authority</b>	Approved by the board; may be required and must comply with legislation	
<b>Examples</b>	<b>Standing (Procedural) Bylaws</b>	
	<b>Exemplars</b>	
	Appeals Bylaw (under section 11 of the <i>School Act</i> )	Delta - Policy 13 ( <a href="#">LINK</a> )
	Indemnification (under section 95 of the <i>School Act</i> )	Langley - Policy 16 ( <a href="#">LINK</a> )
	Trustee Elections Bylaw (under part 4 of the <i>School Act</i> )	Comox - Bylaw 1C ( <a href="#">LINK</a> ) Kootenay Lake - Bylaw 4 ( <a href="#">LINK</a> )
<b>Operational Bylaws (not necessarily listed in your District's Policy/Bylaws)</b>		
<ul style="list-style-type: none"> <li>• Acquisition or disposition of land by a board (<i>School Act</i> s. 65)</li> <li>• Adoption of a budget (<i>School Act</i> s. 113)</li> <li>• Certain other financial matters (Division 7 of Part 6 of the <i>School Act</i>)</li> <li>• School Closure (<i>School Act</i> s. 73)</li> </ul> <p>Some operational bylaws such as school closure bylaws are embedded in a robust school closure policy.</p>		

# APPENDIX B - BEFORE POLICY RESTRUCTURE



## POLICY STATEMENTS & ADMINISTRATIVE PROCEDURES

### INDEX – NUMERICAL ORDER

Policy Number	Title	Date Adopted/Revised
<b>1.</b>	<b>MANDATE AND GOVERNANCE</b>	
1.00	Foundational Statement	Rev. Apr. 2021
1.05	Trustee Code of Ethics	Rev. Apr. 2021
1.10	District Policy and Policy Development	Rev. Sept. 2007
1.15	Trustee-Effectiveness Activities and Representation of the Board	Jan. 1982
1.20	Appeal of Decisions Bylaw	June 1990
<b>2.</b>	<b>COMMUNITY</b>	
2.05	Community Relations and Public Information	Feb. 1977
2.10	Parent/Student Committees	Rev. June 1990
2.11	School Planning Councils	Rev. Nov. 2007
2.15	Volunteers in District Schools	Rev. Mar. 2003
2.20	Community Use of Schools: Serving and Consumption of Alcoholic Beverages	Feb. 1980
2.25	District Parents' Advisory Council	Rev. Feb. 2016
2.30	Home Education	Rev. Nov. 2007
2.40	Event Protocols	Rev. May 2015
2.50	Whistle-Blower Protection	June 2020
2.50.AP	Whistle-Blower Protection	June 2020
<b>3.</b>	<b>ADMINISTRATION</b>	
3.00	Financial Management	Nov. 2019
3.00.AP	Financial Management	Feb. 2022
3.05	Transportation of Students	Rev. May 2008
3.10	Securing Money Collected by Schools	Rev. May 2008
3.15	Commercialism in Schools	Nov. 1975
3.16	Fundraising Activities in Schools	Rev. Feb. 1992
3.17	Charitable Donations	Rev. Apr. 2009
3.18	Charitable Organizations – Access to Schools	May 1988
3.20	Closure of Schools by Reason of Weather or Other Causes	Rev. June 1990
3.25	Emergency Ambulance Service	Rev. Feb. 2003
3.30	Traffic and Pedestrian Safety for Students	Feb. 1982
3.35	Emergency Preparedness	Feb. 2016
3.40	Reporting Fires, Attempted Arson, Vandalism, and Breaking and Entering	Feb. 1960
3.50	Liability for Damage to Automobiles in School Automotive Shops	Oct. 1979
3.65	Fees and Deposits	Rev. Nov. 2007
3.80	Purchasing of Goods and Services	Rev. Feb. 2009

## APPENDIX B - BEFORE POLICY RESTRUCTURE

### 4. PERSONNEL

4.00	Collection, Management, Security of and Access to Information Records	Rev. Jan. 2016
4.05	Workplace Bullying and Harassment Prevention	Rev. Jan 2020
4.05.AP	Workplace Bullying and Harassment Prevention	Rev. Feb 2022
4.10	Access to Data on Staff and Students	May 1984
4.15	Healthy and Safe Environment	Apr. 1983
4.20	Worker's Compensation	Jan. 1963
4.32	Retirement Policy	Rev. May 2008
4.35	Retirement Gratuities for Teachers	Rev. Jan. 2016
4.40	Maternity/Parenthood Leave	June 1988
4.45	Employment of Uncertified Teaching Personnel	Rev. May 2008
4.46	Conflict of Interest	Rev. Sept. 2007
4.50	Administrative Staff: Performance of Evaluation	May 2018

### 5. STUDENTS

5.00	Promoting Student Health	Apr. 2011
5.05	Admission and Placement of Students into the Burnaby School System	Rev. Feb. 2016
5.08	Positive School Climate	Rev. Oct. 2017
5.09	Weapons	Rev. Jul. 1993
5.10	Violence, Threat and Intimidation	Rev. June 2019
5.11	Administration of Medication at School	Rev. Oct. 1997
5.12	Treatment of Head Lice in Schools	Rev. Feb. 2008
5.13	Anaphylaxis	Mar. 2000
5.14	Physical Restraint and Seclusion	June 2020
5.14.AP	Physical Restraint and Seclusion	June 2020
5.15	Student and Other School Records: Access Storage and Transfer	Rev. Jan. 2016
5.20	Reporting Suspected Cases of Child Abuse	Rev. May 2000
5.25	Personal Costs to Students	June 1978
5.31	Substance Abuse	Nov. 2001
5.40	Student Choice – Animal Dissection	Jan. 2011
5.32	Research in Schools	Rev. Sept. 2007
5.45	Sexual Orientation/Gender Identity	Rev. Nov. 2019

### 6. INSTRUCTION

6.05	School Calendars and Hours of Instruction	Rev. June 1990
6.10	Assessment of Students as Individuals	Rev. Jan. 1990
6.15	Assessment of Students as Members of a Group	Sept. 1980
6.20	Reporting to Parents	Oct. 1987
6.30	Grouping Students for Regular and Special Programs	Rev. June 1990
6.31	Alternative Delivery – Health and Career Education	June 2007
6.35	Program and School Consolidation	Mar. 1983
6.40	Multiculturalism and Race Relations	Mar. 1985
6.44	Portrayal of Violence	June 1990
6.45	Propagandist or Prejudicial Conduct	Nov. 1981
6.50	School Libraries	May 1982
6.55	Selection of Learning Resources	Sept. 1979

## APPENDIX B - BEFORE POLICY RESTRUCTURE

6.65	Physical and Healthy Education and Related Programs	Aug. 1978
<b>7.</b>	<b>FACILITIES</b>	
7.05	School Keys and Building Security	Sept. 1973
7.10	Smoke & Vape Free Environment	Rev. Jan 2020
7.15	Utilization of Space and Facilities	Sept. 1979
7.15.AP	Provision of Menstrual Products	Jan. 2020
7.15.AP-2	Electronic Vehicle Charging Stations	Feb. 2022
7.20	Snow Removal	Jan. 1973
7.25	Parking on School Side of Streets	Jan. 1967
7.30	Maintenance of Order	Rev. June 2017
7.35	Bylaw No. 3 (Trespass)	Feb. 1972
7.40	Fire Prevention	Apr. 1960
7.50	School Closure	Feb. 2006
7.55	Disposal of Real Property and Improvements	Feb. 2006
7.60	Childcare Programs in District Facilities	Apr. 2014
7.70	Environmental Sustainability	Mar. 2010
7.80	Surveillance	Rev. May 2018
7.90	District Technologies and Information Systems	Apr. 2014

\* IP = Interim Policy

Updated February 2022

# APPENDIX C - AFTER POLICY RESTRUCTURE



## POLICY STATEMENTS & ADMINISTRATIVE PROCEDURES

### INDEX – NUMERICAL ORDER

#### POLICIES

Policy Number	Title	Date Adopted/Revised
<b>MANDATE AND GOVERNANCE</b>		
1	Foundational Statement	Rev. Nov. 2025
2	District Policy and Policy Development	Rev. Nov. 2024
3	Role of the Board	Rev. May 2025
4	Role of the Trustee	Sep. 2024
5	Trustee Code of Conduct	Rev. Jun. 2024
6	Delegation of Authority	Sep. 2024
7	Role of the Superintendent	Sep. 2024
8	Supporting Trustee Learning and Professional Development Opportunities	Rev. Nov. 2024
9	Appeal of Decisions Bylaw	Rev. Nov. 2024
10	Financial Management	Rev. Mar. 2025
11	Community Schools	Rev. Mar. 2025
12	Permanent School Closure	Rev. Mar. 2025
13	Child Care Programs in School District Facilities	Rev. Mar. 2025
14	Disposal or Lease of Real Property and Improvements	Rev. Mar. 2025
15	Trustee Accommodation	May 2025
16	Racial Equity	Rev. May 2025
17	Sexual Orientation, Gender Identity and Gender Expression	Rev. Mar. 2025
18	Physical Restraint and Seclusion	Rev. May 2025
19	Sanctuary Schools	May 2025
22	Public Interest Disclosure Policy	Jun. 2024
25	Burnaby School District Privacy Policy	Jun. 2024

#### ADMINISTRATIVE PROCEDURES

AP Number	Title	Date Adopted/Revised
<b>ADMINISTRATION</b>		
100	Development and Review of Administrative Procedures	Mar. 2025
101	Financial Management	Feb. 2022
102	School Fees	Rev. Jun. 2025
103	Fundraising Activities in Schools	Rev. Jun. 2025
104	Charitable Donations	Rev. Jun. 2025
105	Response to Unexpected Health Emergencies	Nov. 2025
3.05	Transportation of Students	Rev. May 2008
3.10	Securing Money Collected by Schools	Rev. May 2008
3.15	Commercialism in Schools	Nov. 1975
3.18	Charitable Organizations – Access to Schools	May 1988

## APPENDIX C - AFTER POLICY RESTRUCTURE

3.20	Closure of Schools by Reason of Weather or Other Causes	Rev. Nov. 2011
3.30	Traffic and Pedestrian Safety for Students	Feb. 1982
3.35	Emergency Preparedness	Rev. Feb. 2016
3.80	Purchasing of Goods and Services	Jan. 2007
<b>COMMUNITY</b>		
200	Whistle-Blower Protection	Rev. Jun. 2024
200	Whistle-Blower Protection – Appendix 1	Rev. Jun. 2024
2.10	Parent/Student Committees	Rev. Apr. 2021
2.11	School Planning Councils	Rev. Apr. 2021
2.15	Volunteers in District Schools	Rev. Apr. 2021
2.20	Community Use of Schools: Serving and Consumption of Alcoholic Beverages	Rev. Apr. 2021
2.25	District Parents' Advisory Council	Rev. Apr. 2021
2.40	Event Protocols	Rev. Nov. 2021
<b>PERSONNEL</b>		
300	Recruitment, Selection, and Transfer of Personnel	Mar. 2025
301	Privacy Breach Management Procedure	Jun. 2024
302	Privacy Management Program	Jun. 2024
303	Workplace Bullying and Harassment Prevention	Rev. Jun. 2022
4.15	Healthy and Safe Environment	Apr. 1983
4.17	Biohazards, Including Bloodborne Pathogens	Jan. 2011
4.20	Worker's Compensation	Jan. 1963
4.32	Retirement Policy	Rev. May 2008
4.35	Retirement Gratuities for Teachers	Rev. Jan. 2016
4.40	Birthing/Parental/Adoption/Parenthood Leave	Jun. 1988
4.45	Employment of Uncertified Teaching Personnel	Rev. May 2008
4.46	Conflict of Interest	Rev. Sep. 2007
4.50	Administrative Staff: Evaluation of Performance	Rev. Jan. 2023
<b>INSTRUCTION</b>		
400	Selection of Learning Resources	Rev. Mar. 2025
401	Field Experiences	Rev. Apr. 2025
402	Physical Restraint and Seclusion	Rev. Mar. 2025
403	Sexual Orientation, Gender Identity and Gender Expression	Mar. 2025
404	Weapons	Rev. Mar. 2025
405	Violence, Threat and Intimidation	Rev. Jun. 2025
406	Student Suspension & District Student Intervention Committee	Jun. 2025
407	Reporting Suspected Cases of Child Abuse and Neglect	Rev. Jun. 2025
408	Administration of Medication at School	Rev. Jun. 2025
409	Anaphylaxis	Rev. Jun. 2025
410	Alternative Delivery in the Physical Health & Education Curriculum	Rev. Jun. 2025
411	Assessment of Students & Reporting of Student Achievement	Rev. Jun. 2025
412	Admission and Placement of Students in the Burnaby School District	Rev. Nov. 2025
5.00	Promoting Student Health	Nov. 2011
5.08	Positive School and Work Climate	Rev. Oct. 2017

## APPENDIX C - AFTER POLICY RESTRUCTURE

5.12	Treatment of Head Lice in Schools	Rev. Feb. 2008
5.15	Student and Other School Records: Access Storage and Transfer	Rev. Nov. 2011
5.32	Research in Schools	Rev. Sep. 2007
5.40	Student Choice – Animal Dissection	Jan. 2011
6.05	School Calendars and Hours of Instruction	Rev. Apr. 2014
6.30	Grouping Students for Regular and Special Programs	Rev. May 2010
6.35	Program and School Consolidation	Mar. 1983
6.45	Propagandist or Prejudicial Conduct	Nov. 1981
6.50	School Libraries	May 1982
6.65	Physical and Healthy Education and Related Programs	Rev. Apr. 2011

### **FACILITIES**

500	Naming or Remaining of District Facilities	Mar. 2025
501	Provision of Menstrual Products	Jan. 2020
502	Electric Vehicle Charging Stations	Feb. 2022
503	Snow Removal	Rev. Jun. 2025
504	Smoke & Vape Free Environment	Rev. Jun. 2025
7.15	Utilization of Space and Facilities	Sep. 1979
7.30	Maintenance of Order	Rev. Jun. 2017
7.70	Environmental Sustainability	Mar. 2010
7.80	Surveillance	Rev. May 2018
7.90	District Technologies and Information Systems	Apr. 2014

\* IP = Interim Policy

Rev. Nov 27, 2025

# Policy Review for Boards of Education



BOARD POLICY REVIEW  
ADVISORY COMMITTEE

## Report to Policy Committee Public

**Date:** May 20, 2026  
**From:** Christopher Usih, Superintendent  
**Subject:** **Draft Rewrite of Policy 204/204-R: Creation and Revision of Policy and Regulations**

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### RECOMMENDATION:

**THAT** the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at the June 17, 2026, regular meeting that a recommendation for the board's consideration will be presented at the proposed special public board meeting on June 24, 2026 to: 1) reorganize board policies, bylaws, regulations, administrative guidelines to board policies, bylaws, and administrative procedures as presented in Appendix A and B; 2) retire current ***Policy 204/204-R: Creation and Revision of Policy and Regulations***, and 3) approve a new policy: *Development and Revision of Policies and Administrative Procedures*.

### BACKGROUND:

The reorganization of board policies, regulations, administrative guidelines, and bylaws was initially presented to the Policy Committee on September 15, 2025, with a draft rewrite of Policy 204/204-R, attached to this report, and a reorganized list of board policies and administrative procedures under **Appendix A**.

At its meeting on October 14, 2025, the committee directed staff to consult with the BCSTA to identify a suitable consultant to lead a trustee workshop focused on policy reorganization. A revised timeline was shared with the committee on November 10, 2025, to align with this approach.

In January 2026, BCSTA issued a Board Policy Review Resource Guide to support school districts in their review of board policies and administrative procedures. Building on this work, BCSTA facilitated a trustee workshop on May 5, 2026, to support the board in policy reorganization. BCSTA highlighted the distinctions among policies, bylaws, and administrative procedures and explained the importance of these distinctions in:

- Maintaining the board's focus on strategy and outcomes;
- Preserving administrative authority and flexibility; and
- Strengthening accountability and clarity of roles

A rewrite of Policy 204/204-R is proposed as the initial step in the reorganization of the board's policies, bylaws, and administrative procedures, consistent with BCSTA guidance. Key elements of the draft rewrite include:

- a. Combining Policy 204 and 204-R into Policy 10: Development and Revision of Policies and Administrative Procedures
- b. Definitions of policy and administrative procedure; and
- c. A defined process for the development of administrative procedures

The board will continue to have oversight over the development and review of policies. The established processes for engaging with partner groups regarding new policies/bylaws or revisions of existing policies will remain unchanged.

While administrative procedures will not require board approval, the superintendent will ensure that any new administrative procedure, or a revision to existing regulations and administrative guidelines will be shared with the Policy Committee and the board for information before it is finalized and distributed to staff, as well as posted on the district website, as referenced in the flowchart under **Appendix B**. Staff will continue to engage with the appropriate partner group(s) in developing and revising administrative procedures.

Therefore, the final version of the administrative procedure shared with trustees for informational purposes will reflect a mutual understanding with partner groups.

#### **POLICY CONSIDERATIONS:**

The draft rewrite of Policy 204/204-R is guided by the superintendent's vision to reconfigure the board's policy manual in alignment with BCSTA's Board Policy Review Resource Guide. This work supports a transition from the board's current practice of adopting regulations and administrative guidelines to a model in which the superintendent develops administrative procedures that supplement board policies and serve as the primary written document by which the superintendent directs the work of staff.

In alignment with Policy 204/204-R, engagement with partner groups is not necessary for policies pertaining to board governance and legislative requirements.

#### **LEGISLATIVE CONSIDERATIONS:**

School Act - Section 85: Power and Capacity

For the purposes of carrying out its powers, functions, and duties under the School Act, a board has the power and capacity to determine local policy for the effective and efficient operation of schools in the school district.

**PROPOSED REVISED TIMELINE:**

<b>Dates</b>	<b>Meeting</b>	<b>Comments</b>
May 11, 2026	Policy Committee (In-camera)	Draft rewrite of Policy 204/204-R shared with the committee. Opportunity for trustee review and feedback.
May 20, 2026	Board Meeting (In-camera)	Draft rewrite of Policy 204/204-R shared with the board. Opportunity for trustee review and feedback.
June 8, 2026	Policy Committee (In-Camera and Public)	Draft rewrite of Policy 204/204-R incorporating trustee feedback submitted to Policy Committee (Public). Recommendation <u>not</u> to place into Partner Group Review process as this pertains to board governance. Recommendation for Notice of Motion at the June 17 public board meeting.
June 17, 2026	Board Meeting (Public)	Possible Notice of Motion for final approval at the proposed June 24 special public board meeting
June 24, 2026	Proposed Special Public Board Meeting	Possible final approval by the board.

*Respectfully submitted,*

*Christopher Usih  
Superintendent*

*Attachments:*

- 1. Draft rewrite of Policy 204/204-R: Creation and Revision of Policy and Regulations*
- 2. Current version of Policy 204/204-R: Creation and Revision of Policy and Regulations*
- 3. Appendix A – Current SD38 Policy Structure and Proposed reorganization of board policies and administrative procedures*
- 4. Appendix B – Flowchart for approval of new and/or revised board policies and administrative procedures*

**GOVERNANCE**

**Policy 10**

[formerly Policy 204 and 204-R]

**Development and Revision of Policies and Administrative Procedures**

**Governance**

Policy and bylaw (the policy) development is a key responsibility of the board. Policies communicate the board’s values, beliefs, and expectations, providing effective direction and guidance for the action of the board, superintendent, staff, students, and partners including families and third party organizations who engage with the district. Policies also serve as sources of information to all who may be interested in or connected with the operation of the school district.

Policies adopted by the board must be consistent with the *School Act* and its regulations, ministerial orders, and other federal and provincial legislation. Adoption or revision of board policies is solely the responsibility of the board.

**Definitions**

Structures	Who’s Responsible	What
<b>Policy</b>	Board	A policy sets out the principles, expectations, and rules guiding how a school district is governed and operates. A policy is not mandated but it articulates board values and guides decision making.
<b>Standing/ Operational Bylaw</b>	Board	<ul style="list-style-type: none"> <li>• A formal board of education decision requiring three (3) separate readings before adoption under the <i>School Act</i> (Section 3, Joint Rights and Duties).</li> <li>• A standing (procedural) bylaw is a type of policy with a higher level of process attached to it.</li> <li>• A bylaw cannot be easily changed and requires a robust approval process as outlined in <i>School Act</i>.</li> <li>• Guide decisions mandated by law               <ul style="list-style-type: none"> <li>- Some decisions must be made by passing a bylaw</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• There are two different types of bylaws standing (procedural) bylaws and operational bylaws.</li> <li>- STANDING (PROCEDURAL) BYLAWS: Standing Bylaws are used to establish procedures to be followed for certain matters</li> <li>- OPERATIONAL BYLAWS: Operational Bylaws are bylaws adopted by the board to establish procedures and administrative requirements necessary to fulfill the board’s legal and operational obligations under applicable legislation and regulations.</li> </ul>
<b>Administrative Procedure</b>	Staff	Administrative procedures are detailed rules, guidelines, and processes developed by the superintendent or senior administration that guides the day-to-day operations of the school district.

**Policy Development**

Policies should be developed in consultation with those who are affected by them. Policy 201 Bylaw: 13. Standing Committees (13.2.5 Policy Committee) - details that the board will initiate the development and revision of policies via the Policy Committee. It may do so at the suggestion of the superintendent or any other individual or group, or on its own volition. Policy 201 Bylaw (13.3 Membership) - addresses representation of partner groups<sup>1</sup> on Standing Committees.

The superintendent, via the Policy Committee, will provide the board with a clear assessment of the need for new or revised policy, and possible alternatives to fulfill the need.

Policy development and revision is an ongoing process. Policies will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

The superintendent will consult with all those affected by a policy, where appropriate, in the process of developing a recommendation for consideration by the board.

Prior to board approval of a policy, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy should be circulated to those affected by it for comment, unless, in the opinion of the board, the new policy, or the revision to an existing policy, is too minor to require this process.

Notice of Motion for any adoption, amendment, or suspension of a policy will be submitted at the regular public board meeting prior to the meeting at which the change will be considered.

If a situation arises in which the board must act quickly, the chairperson may, with the consent of the board, waive the requirement of prior notice and the board may propose, discuss, and adopt a policy at a single meeting. However, it is the practice of the board to review such emergency policies after they have been in force for several months to ensure that the policy is well considered and remain appropriate for continued use.

The formal adoption of policies shall be recorded in the minutes of the public meeting of the board at which the adoption vote was taken. Only such written record shall constitute the policies of the board.

All board policies shall be recorded on the district website in the appropriate section of the online policy manual and, in each case the date of board approval and revision shall be shown.

The superintendent shall ensure that notice of new or revised policy is provided to affected parties (partner groups, employees, students, parents and/or the public) as appropriate to the topic.

### **Administrative Procedure Development**

The superintendent will ensure that newly developed or revised administrative procedures will involve consultation with affected partner groups prior to sharing the information in-camera with Policy Committee. Subsequently, new or revised administrative procedures will be shared for information at the appropriate public Policy Committee meeting and board meeting.

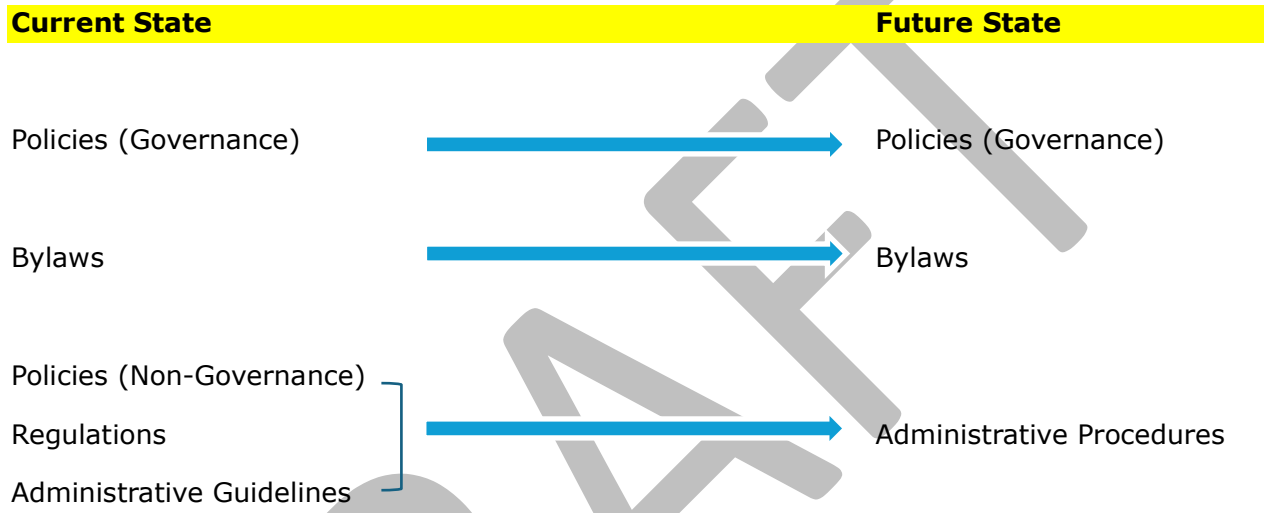
<sup>1</sup> In the Richmond School District, the term "partner groups" includes our Indigenous rights holders and all officially recognized education partner representatives for Canadian Union of Public Employees (CUPE) 716, Richmond Association of School Administrators (RASA), Richmond District Parents Association (RDPA), Richmond Management and Professional Staff (RMAPS), and the Richmond Teachers' Association (RTA). Official representatives from partner groups participate on behalf of their members in committee meetings, engagements, and other activities to provide valuable input, feedback, and advice to the district. The Richmond School District values input from partner groups and voice from all members of the school community, including students, parents/guardians, and employees. Where appropriate, the Richmond School District will provide opportunities for public engagement to ensure all individuals can provide input to the district.

## Required Steps for New Policy or Amendments to Existing Policy

<p><b>1 Policy Initiated or Amended</b></p>	<p>New policy or revisions to existing policy may be initiated by the superintendent on behalf of the board. Once a new policy is identified or changes to an existing policy are required, it comes to Policy Committee for discussion.</p>
<p><b>2 Policy Reviewed by Policy Committee</b></p>	<p>If the Policy Committee is satisfied with the proposed policy and determines it is either a minor revision (e.g., housekeeping) or policy change that does not require partner group input (e.g., legislative mandate, board governance) proceed to Step 5.</p> <p>If the Policy Committee determines that partner group consultation is required, the chair of the Policy Committee prepares a recommendation to the board for circulation to partner groups for input and feedback with a timeline.</p>
<p><b>3 Policy Draft or Revision Circulated to Partner Groups for Input and Review</b></p>	<p>The draft proposed policy or revision is sent out for circulation to partner groups for input and feedback with a timeline attached.</p>
<p><b>4 Input on the Response Draft Reviewed By Policy Committee</b></p>	<p>Policy Committee makes revisions to the response draft as necessary, based on the input received and if further discussion is needed. Once the Policy Committee is satisfied with the proposed policy or revision to policy, it is attached to the Policy Committee minutes for reference and proceeds to Step 5: Notice of Motion process.</p>
<p><b>5 Notice of Motion</b></p>	<p>The chair of the Policy Committee prepares a Notice of Motion that a recommendation will be coming to the board for consideration and final approval of the new/revised proposed policy. A copy of the proposed policy is attached to the Policy Committee minutes with the Notice of Motion and also to the recommendation at the following board meeting, to allow all board members opportunity for final review and comment.</p> <p>This is the final opportunity for board input. If there are additional revisions being considered at this stage, other than minor changes to the proposed policy, the board should send the policy back to Step 4.</p>
<p><b>6 Board Approves Policy</b></p>	<p>The chair of the Policy Committee presents a recommendation for final approval of the new/revised policy.</p>
<p><b>7 Communication of approved policy</b></p>	<p>Following board approval, the new/revised policy is uploaded to the district website.</p>

**Transition period from current policy structure to reorganized policies and administrative procedures**

During the transition phase to a new online policy manual, the Policy Committee will prioritize on an ongoing basis, revisions of existing policies, regulations, and administrative guidelines, to align with the BCSTA Framework. Source: BCSTA's Policy Review for Boards of Education: Board Policy Review Advisory Committee [January 2026] resource document.



**Definitions:**

**Administrative Guidelines** are developed and maintained by the superintendent to complement policies and regulations developed by the board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the superintendent or the board.

**Regulations** define required actions. They indicate how and by whom the board requires things to be done.

## **GOVERNANCE**

## **Policy 204**

### **Creation and Revision of Policy and Regulations**

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the District will be operated and communicate the Board's values, beliefs and expectations. Policies provide effective direction and guidance for the actions of the Board, Superintendent, staff, students and stakeholders. Adoption of new Board policies or revision of existing policies is the sole responsibility of the Board.

Policies adopted by the Board must be consistent with the School Act and its regulations, ministerial orders, and other federal and provincial legislation.

Policies and regulations should be developed in consultation with those who are affected by them. Copies of proposed policies and regulations should be readily available to everyone who is directly concerned with Board operations or who needs Board policies to guide their decisions.

## GOVERNANCE

## Policy 204-R

### Development and Revision of Policy and Regulations

Policy development is an on-going process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

The Board will initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent, via the Policy Committee, will provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.

Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process. A minor revision will not change the intent of an existing policy.

The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.

Notice of Motion for any adoption, revision, or suspension of a policy or regulation will be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.

If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such emergency policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.

The formal adoption of policies and regulations will be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record will constitute the policies and regulations of the Board.

All Board policies and regulations will be recorded in the appropriate section of the online Policy Manual and, in each case the date of Board approval will be shown.

The Superintendent will ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.

Policies will be posted on the district website. Partner groups will be advised of all new and revised policies and regulations.

Adopted: 02 June 2014

Revised: 26 November 2015; 24 November 2021; 22 May 2024

## Required Steps For New Policy or Revisions to Existing Policy

- 
- 1. Policy Initiated or Amended**

New policy or revisions to existing policy may be initiated by the Superintendent or designate directly or on behalf of Trustees. Once a new policy is identified or changes to an existing policy are required, it comes to Policy Committee for discussion.

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  - 2. Policy Reviewed by Policy Committee**

If the Policy Committee is satisfied with the proposed policy and determines it is either a minor revision (e.g., housekeeping) or policy change that does not require partner group input (e.g., legislative mandate, board governance) proceed to Step 5.

If the Policy Committee determines that partner group consultation is required, the Chair of the Policy Committee prepares a Recommendation to the Board for circulation to partner groups for input and feedback with a timeline.

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  - 3. Policy Draft or Revision Circulated to Partner Groups for Input and Review**

The draft proposed policy or revision is sent out for circulation to partner groups for input and feedback with a timeline attached.

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  - 4. Input on the Response Draft Reviewed by Policy Committee**

Policy Committee makes revisions to the response draft as necessary, based on the input received and if further discussion is needed, Policy Committee makes revisions to the response draft as necessary. Once the Policy Committee is satisfied with the proposed policy or revision to policy, it is attached to the Policy Committee minutes for reference and proceeds to Step 5 Notice of Motion process.

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  - 5. Notice of Motion**

The Chair of the Policy Committee prepares a *Notice of Motion* that a **Recommendation** will be coming to the Board for consideration and final approval of the new/revised proposed policy. A copy of the proposed policy is attached to the Policy Committee minutes with the *Notice of Motion* and also to the **Recommendation** at the following Board meeting, to allow all Board members opportunity for final review and comment.
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**6. Board Considers Policy**

This is the final opportunity for Board input. If anything, other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step 4.

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**7. Board Approves Policy**

Following Board approval, the new/revised policy is posted to the District Website.

Current Version

# Appendix A

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## Appendix A

### Current SD38 Policy Structure

	Policy	Regulation	Administrative Guideline	Bylaw
<b>100: District Philosophy</b>				
1	100: Vision, Mission, Values	100-R: Vision, Mission, Values		
2	101: Strategic Planning	101-R: Strategic Planning		
3	102: Diversity, Equity, and Inclusion			
4	103: Collaboration and Community	103-R (A): Foundations for Learning	103-G: Foundations for Learning	
5		103-R (B): Complaints and Appeals by Staff		103 Bylaw: Complaints and Appeals by Students, Parents/Guardians, and the Public
6	104: Acceptable Use of Information and Communications Services	104-R: Acceptable Use of Information and Communications Services	104-G: Acceptable Use of Information and Communications Services	
7			104-G (A): Acceptable Use of Personal Digital Devices	
8			104-G (B): Acceptable Use of Personal Digital Devices	
9	105: District Code of Conduct	105-R: District Code of Conduct		
10	106: Sexual Orientation and Gender Identity	106-R: Sexual Orientation and Gender Identity	106-G: Sexual Orientation and Gender Identity	
<b>200: Governance</b>				
11	200: Trustee Role, Responsibilities, and Code of Ethics	200-R1: Trustee Orientation		
12		200-R2: Trustee Code of Ethics, Breaches, and Sanctions		
13	201: Board Operations			201 Bylaw: Board Operations
14				202: Bylaw: Indemnification

## Appendix A

	Policy	Regulation	Administrative Guideline	Bylaw
15	203: Trustee Stipend and Expenses	203-R: Trustee Stipend and Expenses	203-G: Trustee Stipend and Expenses	
16	204: Creation and Revision of Policy and Regulations	204-R: Development and Revision of Policy and Regulations		
17	205: Trustee Professional Development and Travel	205-R: Trustee Professional Development and Travel	205-G: Trustee Professional Development and Travel	
<b>300: Administration</b>				
18	300: Administration	300-R (A): Administrative Responsibilities	300-G: Lines of Authority Guidelines A	
			300-G: Leadership Guidelines B	
19	310: Emergency Management	310-R: Emergency Management		
20	311: Freedom of Information and Protection of Privacy	311-R: Freedom of Information and Protection of Privacy	311-G (A) Privacy Impact Assessments	
21			311-G (B) Critical Incident and Privacy Breach Procedure	
22			311-G (C): Personal Information Management Program	
<b>400: Human Resources</b>				
23	400: Human Resources	400-R1: Conflict of Interest – Employees	400-G: Human Resources	400-R6: Officer/Employee Indemnification Bylaw
24		400-R2: Criminal Record Review		
25		400-R3: Equal Opportunity Employment		
26		400-R4: Secondment		
27		400-R5: Smoking and Alcohol Consumption		
28	401: Recruitment and Selection of Management and Administrative Personnel	401-R: Recruitment and Selection of Management and Administrative Personnel	401-G: Recruitment and Selection of Management and Administrative Personnel	
29	402: Public Interest Disclosure	402-R: Public Interest Disclosure	402-G: Public Interest Disclosure	
<b>500: Students Education</b>				
30	501.1: Student Attendance Requirements	501.1-R: Student Attendance Requirements	501.1-G: Student Attendance Requirements	

## Appendix A

	<b>Policy</b>	<b>Regulation</b>	<b>Administrative Guideline</b>	<b>Bylaw</b>
31	501.8: Student Admission, Registration, Placement, and Transfer	501.8-R: Student Admission, Registration, Placement, and Transfer	501.8-G: Student Admission, Registration, Placement, and Transfer	
32	502: Student Behaviour and Discipline			
33	502.1: Maintenance of Orderly Conduct			
34	502.1.2: Dress Code	502.1.2-R: Dress Code	502.1.2-G: Dress Code	
35	502.2: Student Suspension or Expulsion from School	502.2-R: Student Suspension or Expulsion from School		
36	502.3: Student Possession of Weapons	502.3-R: Student Possession of Weapons		
37		502.4-R: Smoking, Alcohol Consumption, and Drugs		
38	503.6: Interscholastic Competitions and Contests	503.6-R: Interscholastic Competitions and Contests		
39	504: Student Health and Safety			
40	504.2: Exclusion for Communicable Diseases			
41	504.3: Injury of Illness at School	504.3-R: Injury of Illness at School		
42	504.3.1: Administering Prescribed Medications for Students	504.3.1-R: Administering Prescribed Medications to Students	504.3.1-G: Administering Prescribed Medications to Students	
43	504.3.2: Personal Safety of Students (Child Abuse)	504.3.2-R: Personal Safety of Students (Child Abuse)		
44	504.3.3: Anaphylaxis	504.3.3-R: Anaphylaxis		
45	504.4: Provision of Menstrual Products to Students	504.4-R: Provision of Menstrual Products to Students		
46	504.6: School Safety Patrols	504.6-R: School Safety Patrols		
47		504.10-R: Fire/Earthquake Disaster Drills		
48		504.11-R: Bomb Threats		
49	504.12: Physical Restraint of Students	504.12-R: Physical Restraint of Students	504.12-G: Physical Restraint of Students	
50	505.1: Use of Student Records			

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	Policy	Regulation	Administrative Guideline	Bylaw
51	505.5: Interrogations of Students by Outside Agencies	505.5-R: Interrogations of Students by Outside Agencies		
52	505.7: Assistance to Students			
53	506: Health Promotion	506-R: Health Promotion	506-G: Health Promotion	
<b>510: Students Programs</b>				
54	510: Statement of Guiding Principles for the Educational Programme			
55	511.1: Type of School Organization			
56	511.2: School Calendar		511.2-G: School Calendar	
57	511.3: Scheduled Staff Development Days (Non-Instructional Days)	511.3-R: Scheduled Staff Development Days (Non-Instructional Days)		
58	512.2: Basic Instructional Program			
59	512.3: Locally Developed Courses	512.3-R: Locally Developed Courses		
60	512.4: French Programs	512.4-R: French Programs		
61	512.5: Summer School	512.5-R: Summer School		
62	512.6: Special Education	512.6-R: Special Education		
63	512.6.1: Hospital and Homebound Education			
64	512.10: Distance Education Courses	512.10-R: Distance Education Courses		
65	512.11: Adult Education (Continuing Education)	512.11-R: Adult Education (Continuing Education)		
66	512.14: Curriculum Development		512.14-G: Curriculum Development	
67	512.14.1: Environmental Stewardship	512.14.1-R: Environmental Stewardship	512.14.1-G: Energy Conservation	
			512.14.1-G: Environmental Stewardship	
			512.14.1-G: Grounds Greening	
			512.14.1-G: Leadership	

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	Policy	Regulation	Administrative Guideline	Bylaw
			512.14.1-G: Sustainable Purchasing	
			512.14.1-G: Sustainable Transportation	
			512.14.1-G: Waste Management	
			512.14.1-G: Water Management	
68	512.15: Pilot or Innovative Projects	512.15-R: Pilot or Innovative Projects		
69	513.1: Pupil and Teacher Ratio			
70	513.2: Field Trips (Offsite Learning Experiences)	513.2-R: Field Trips (Offsite Learning Experiences)	513.2-G: Field Trips, Offsite Learning Experiences	
71	513.3: Homework	513.3-R: Homework	513.3-G: Homework	
72	513.4: Learning Resources	513.4-R: Selection of Learning Resources	513.4-G: Selection of Learning Resources	
73		513.5-R: Reconsideration of Learning Resources		
74	513.6: External Resources	513.6-R: External Resources		
75		514.2-R: Health Guidance	514.2-G: Health Guidance	
76	517: Assessment and Reporting	517-R: Assessment and Reporting a Key to Student Growth and Learning	517-G: Assessment and Reporting	
<b>520: Education Auxiliary Services</b>				
77	520: Auxiliary Services			
78	522: Transportation	522-R: Transportation		
79	522.7: Student Conduct on School Bus	522.7-R: Student Conduct on School Bus		
<b>600: Finance</b>				
80	600: Financial Management			
81	601: Budget	601-R: Budget	601-G: Budget Capital and Operating Budget Preparation	
82	602: Charges for Goods and Services	602-R: Charges for Goods and Services	602-G: Annual Schedule of School Charges and Deposits	

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	<b>Policy</b>	<b>Regulation</b>	<b>Administrative Guideline</b>	<b>Bylaw</b>
83	605.3: Student Records			
84	606: Insurance			
85	606.1: Selection of Insurance Agent for Board-Owned Fleets of Motor Vehicles	606.1-R: Selection of Insurance Agent for Board-Owned Fleets of Motor Vehicles		
86	609: Selection of Legal Counsel	609-R: Selection of Legal Counsel		
87	610: Selection of Benefit Consultant	610-R: Selection of Benefit Consultant		
88	611.1: General Banking	611.1-R: General Banking		
89	611.2: Investments	611.2-R: Investments		
90	611.3: Revenue Generation	611.3-R: Revenue Generation		
91	611.4: Purchasing Goods and Services	611.4-R: Purchasing Goods and Services		
92		611.4.1-R: Method to Acquire Goods and Services		
93		611.4.2-R: Competitive Bidding Process		
94		611.4.3-R: Selection of Vendor Bids and Proposals		
95	611.5: Procurement Cards	611.5-R: Procurement Cards		
96		611.5.1-R: Procurement Cards Usage and Responsibility		
97	611.6: Travel Expenses	611.6-R: Travel Expenses		
98	611.7: Charitable Donations	611.7-R: Charitable Donations		
99	612: Authorization	612-R: Authorization		
100	613: Financial Audit	613-R: Financial Audit		
101	621: Financial Planning and Reporting	621-R: Financial Planning and Reporting		
102	621.1: Financial Reporting – School Based Funds	621.1-R: Financial Reporting – School Based Funds		
103	631: Accumulated Operating Surplus and Capital Reserves	631-R: Accumulated Operating Surplus and Capital Reserves		

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	Policy	Regulation	Administrative Guideline	Bylaw
104	641: Enterprise Risk Management	641-R: Enterprise Risk Management		
<b>700: Facilities</b>				
105	700: Statement of Guiding Principles for District Facilities			
106	701: Facilities Planning and Development	701-R: Facilities Planning and Development		
107	701.2: Capital Project Design Review Process	701.2-R: Capital Project Design Review Process		
108	701.11: Naming of Board Owned Facilities or Parts of Board Owned Facilities	701.11-R: Naming of Board Owned Facilities or Parts of Board Owned Facilities		
109	701.12: Official School Openings		701.12-G: Official School Openings	
110	701.13: School Facilities Survey			
111	702: Facilities, Maintenance, and Operations	702-R: Facilities, Maintenance, and Operations		
112	702.2: Installation of Adventure Playgrounds	702.2-R: Installation of Adventure Playgrounds		
113	702.6: Inventory			
114	703: Safety Program (Buildings and Grounds)			
115	703.1: Accident Prevention and Safety Procedure			
116	703.2: First Aid and Accident Reports		703.2-G: Response to Unexpected Health Emergencies	
117	703.3: Building and Grounds Security	703.3-R: Building and Grounds Security	703.3-G: Building and Grounds Security	
118	703.4: Vandalism	703.4-R: Vandalism		
119	703.5: Health and Safety	703.5-R: Health and Safety	703.5-G: Animals and Certified Assistance Dogs in Schools and District Facilities	

## Appendix A

	Policy	Regulation	Administrative Guideline	Bylaw
120	703.6: Protection of Employees from Violence in the Workplace	703.6-R: Protection of Employees from Violence in the Workplace		
121	703.7: Closure of Schools Due to Emergent Conditions	703.7-R: Closure of Schools Due to Emergent Conditions	703.7-G: Closing of Schools (Snow Days)	
122	704: School Closure Policy	704-R: School Closure and/or Consolidation		
123	704.1: Disposal of School Board Land or Improvements	704.1-R: Disposal of School Board Land or Improvements		
124	705: Telephones	705-R: Telephones		
125	706: Smoke-Free Environment			
126	707: Post- Disaster Procedures	707-R: Post- Disaster Procedures		
127	708: Video Surveillance	708-R: Video Surveillance	708-G: Video Surveillance	
<b>Community Relations</b>				
128	800: Community Relations Statement of Guiding Principles			
129	801: Public Communications	801-R: Public Communications		
130		801.1-R: Community Relations		
131	801.2: Released to News Media - Internal School News and Board Matters			
132	802: Citizens' Involvement in Decision-Making	802-R: Citizens' Involvement in Decision-Making		
133	802.1: District Advisory Council	802.1-R: District Advisory Council		
134		802.3-R: Communications and Recommendations from the Public		
135	802.4: Parents Advisory Council	802.4-R: Parents Advisory Council		
136	802.5: School Planning Councils	802.5-R: School Planning Councils		
137	803.1: Participation in Community Life			
138	804.1: Community Use of District Facilities	804.1-R: Community Use of District Facilities	804.1-G: Community Use of District Facilities	
139	804.2: Use of School Facilities for Private Profit			

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	Policy	Regulation	Administrative Guideline	Bylaw
140	804.4: Fees for Use of District Facilities		804.4-G: Schedule of Charges for Use of District Facilities	
141		804.6-R: Use of School Facilities – Weekend and Holiday Use		
142		804.7-R: Use of School Facilities – District Resource Centre		
143	804.8: Commercialism	804.8-R: Commercialism		
144	804.8.2: Access to District Mail System			
145	804.8.4: Media Productions using School Facilities			
146	804.9: Donations to Schools	804.9-R: Donations to Schools		
147		805.4-R: Money Raising Activities in Schools	805.4-R: Money Raising Activities in Schools	
148	805.5: Participation in Community Fund Drives	805.5-R: Participation in Community Fund Drives		
149	806.1: Educational Twinning	806.1-R: Educational Twinning	806.1-G: Educational Twinning	
150	807: District Educational Heritage	807-R: District Educational Heritage		
151	808: Volunteers in Schools	808-R: Volunteers in Schools	808-G: Volunteers in Schools	
	<b>Total Number of Policies: 126</b>	<b>Total Number of Regulations: 112</b>	<b>Total Number of Administrative Guidelines: 49</b>	

## Appendix A

# Proposed reorganization of board policies and administrative procedures

## Policies and Bylaws

Proposed Board Policies	Existing SD 38 Board Policy & Bylaws	Comments
Policy 1: <a href="#">Foundational Statements</a> <ul style="list-style-type: none"> <li>• Vision, Mission, Values</li> <li>• Collaboration and Community</li> <li>• District Code of Conduct</li> </ul>	Policy 100 & 100-R: Vision, Mission, Values Policy 103: Collaboration and Community Policy 105 & 105-R: District Code of Conduct	Imbedded in a number of policies listed
Policy 2: <a href="#">Role of the Board</a> <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Trustee Role, Responsibilities and Code of Ethics</li> <li>• Board Operations</li> </ul>	Policy 101: Strategic Planning Policy 200: Trustee Role, Responsibilities and Code of Ethics Policy 201: Board Operations Policy 300/300-R (A): Administration	Imbedded in a number of policies listed
Policy 3: <a href="#">Role of the Trustee</a> <ul style="list-style-type: none"> <li>• Trustee Role, Responsibilities, and Code of Ethics</li> <li>• Trustee Orientation</li> <li>• Trustee Stipend and Expenses</li> <li>• Trustee Professional Development and Travel</li> </ul>	Policy 200: Trustee Role, Responsibilities, and Code of Ethics Policy 200-R1: Trustee Orientation Policy 203, 203- R & 203-G: Trustee Stipend and Expenses Policy 205, 205- R & 205-G: Trustee Professional Development and Travel	Imbedded in a number of policies listed
Policy 4: <a href="#">Trustee Code of Conduct</a> <ul style="list-style-type: none"> <li>• Trustee Code of Ethics Breaches and Sanctions</li> </ul>	Policy 200-R2: Trustee Code of Ethics Breaches and Sanctions	

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Proposed Board Policies	Existing SD 38 Board Policy & Bylaws	Comments
Policy 5: <a href="#">Role of the Board Chairperson and Board Vice Chairperson</a> <ul style="list-style-type: none"> <li>Bylaw: Board Operations</li> </ul>	Policy 201 Bylaw: Board Operations	Imbedded in Policy 201 Bylaw
Policy 7: <a href="#">Board Operations</a> <ul style="list-style-type: none"> <li>Bylaw: Board Operations</li> </ul>	Policy 201 & 201 Bylaw: Board Operations	Imbedded in Policy 201 Bylaw
Policy 8: <a href="#">Board Committees</a> <ul style="list-style-type: none"> <li>Bylaw: Board Operations</li> </ul>	Policy 201 & 201 Bylaw: Board Operations	Imbedded in Policy 201 Bylaw
Policy 9: <a href="#">Board Representatives</a> <ul style="list-style-type: none"> <li>Bylaw: Board Operations</li> </ul>	Policy 201 Bylaw: Board Operations	Imbedded in Policy 201 Bylaw
Policy 10: <a href="#">Policy Development</a> <ul style="list-style-type: none"> <li>Creation and Revision of Policy and Regulations</li> </ul>	Policy 204 & 204-R: Creation and Revision of Policy and Regulations	
Policy 11: <a href="#">Board Delegation of Authority</a>		
Policy 12: <a href="#">Role of the Superintendent</a>		
Policy 13: Appeals Policy and Procedures Bylaw <ul style="list-style-type: none"> <li>Complaints by Students, Parents, and Public</li> </ul>	Policy 103 Bylaw: Complaints by Students, Parents, and Public	
Policy 14: <a href="#">School Closure</a> <ul style="list-style-type: none"> <li>School Closure and/or Consolidation</li> </ul>	Policy 704 & 704-R: School Closure and/or Consolidation	

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Proposed Board Policies	Existing SD 38 Board Policy & Bylaws	Comments
Policy 15: <a href="#">Recruitment and Selection of Personnel</a> <ul style="list-style-type: none"> <li>Recruitment and Selection of Management and Administrative Personnel</li> </ul>	Policy 401: Recruitment and Selection of Management and Administrative Personnel	
Policy 16: <a href="#">By-Law No. 3 (I) – Indemnification</a> <ul style="list-style-type: none"> <li>Indemnification</li> <li>Officer / Employee Indemnification</li> </ul>	Policy 202 Bylaw: Indemnification Policy 400-R6: Officer / Employee Indemnification (Bylaw #1)	Imbedded in a number of policies listed
Policy 17: <a href="#">Sexual Orientation, Gender Identity and Gender Expression</a> <ul style="list-style-type: none"> <li>Sexual Orientation and Gender Identity</li> </ul>	Policy 106: Sexual Orientation and Gender Identity	
Policy 18: Naming of Board-Owned Facilities <ul style="list-style-type: none"> <li>Naming of Board-Owned Facilities or Parts of Board-Owned Facilities</li> <li>Renaming of Board-Owned Facilities</li> </ul>	Policy 701.11-R Naming of Board-Owned Facilities or Parts of Board-Owned Facilities	Renaming of Board-Owned Facilities (to be developed and included as part of Policy 18)
Policy 19: Student Admission, Registration, Placement and Transfer	Policy 501.8, 501.8-R & 501.8- G: Student Admission, Registration, Placement and Transfer	
Policy 20: <a href="#">Accumulated Operating Surplus</a> <ul style="list-style-type: none"> <li>Accumulated Operating Surplus and Capital Reserves</li> </ul>	Policy 631 & 631-R: Accumulated Operating Surplus and Capital Reserves	
Policy 21: <a href="#">Disposal of Land or Improvements</a> <ul style="list-style-type: none"> <li>Disposal of School Board Land or Improvements</li> </ul>	Policy 704.1 & 704.1-R: Disposal of School Board Land or Improvements	

## Appendix A

Proposed Board Policies	Existing SD 38 Board Policy & Bylaws	Comments
Policy 22: <a href="#">Anti-Racism and Non-discrimination</a> <ul style="list-style-type: none"> <li>• Diversity, Equity, and Inclusion</li> </ul>	Policy 102: Diversity, Equity, and Inclusion	
Policy 23: <a href="#">Child Care Services in District Facilities</a> <ul style="list-style-type: none"> <li>• Community Use of District Facilities</li> </ul>	Policy 804.1 & 804.1-R: Community Use of District Facilities	Imbedded in a number of policies listed
Policy 24: <a href="#">Public Interest Disclosure</a> <ul style="list-style-type: none"> <li>• Freedom of Information and Protection of Privacy</li> <li>• Public Interest Disclosure</li> </ul>	Policy 311 & 311-R: Freedom of Information and Protection of Privacy Policy 402 & 402-R: Public Interest Disclosure	Imbedded in a number of policies listed

## Appendix A

### Administrative Procedures

The five categories of Administrative Procedures (AP) below align with the School Act.

#### 100 General Administration

Proposed AP Number	Existing SD 38 policy, regulation or guidelines	Comments
<b>Organization</b>		
AP 101	101-R: Strategic Planning	
AP 102	103-R (A) & 103- G: Foundations of Learning	
AP 103	104, 104-R, 104-G: Acceptable Use of Information and Communication Services 104-G (A): Acceptable Use of Student and Personal Digital Devices	
AP 104	106-R & 106-G: Sexual Orientation and Gender Identity	
AP 105	300-R (A): Administrative Responsibilities 300-G (A): Lines of Authority 300-G (B): Leadership Guidelines	Needs to be revised
AP 106	310 & 310-R: Emergency Management	
AP 107	311-R: Freedom of Information and Protection of Privacy 311-G (A): Privacy Impact Assessment 311-G (B): Critical Incident and Privacy Breach Procedure 311-G (C): Personal Information Management Program	
AP 108	501.8, 501.8-R & 501.8- G: Student Admission, Registration, Placement and Transfer	
AP 109	505.1: Use of Student Records	
AP 110	502.1: Maintenance of Orderly Conduct	
AP 111	511.2: School Calendar	
AP 112	605.3: Student Records - UNDER REVISION	
AP 113	701.11 & 701.11-R: Naming of Board Owned Facilities or Parts of Board Owned Facilities	
AP 114	701.12 & 701.12-G: Official School Openings	Needs to be revised
AP 115	706: Smoke Free Environment	
AP 116	804.8 & 804.8-R: Commercialism	

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Proposed AP Number	Existing SD 38 policy, regulation or guidelines	Comments
AP 117	804.8.2: Access to District Mail System	
AP 118	804.8.4: Media Productions Using School Facilities	
AP 119	805.4-R: Money Raising Activities in the Schools	
AP 120	805.5 & 805.5-R: Participation in Community Fund Drives	
AP 121	806.1 & 806.1-R: Educational Twinning	
AP 122	807 & 807-R: District Educational Heritage	
AP 123	808, 808-R. & 808-G: Volunteers in Schools	
<b>Community</b>		
AP 124	801.2: Releases to News Media Internal School News and Board Matters	
AP 125	802 & 802-R: Citizens' Involvement in Decision-Making	
AP 126	802.1 & 802.1-R: District Advisory Council	
AP 127	802.3-R: Communications and Recommendations from the Public	
AP 128	802.4 & 802.4-R: Parents' Advisory Council	
AP 129	802.5 & 802.5-R: School Planning Councils	Dated - no longer supported/mandated by the ministry
AP 130	803.1: Participation in Community Life	
AP 131	800: Community Relations Statement of Guiding Principles	
AP 132	801 & 801-R: Public Communications	
AP 133	801.1-R: Community Relations	

## Appendix A

### 200 Instructional Programs and Materials

Proposed AP Number	Existing SD 38 policy, regulation or guidelines	Comments
AP 201	510: Statement of Guiding Principles for the Educational Program	
AP 202	511.1: Type of School Organization	
AP 203	511.3 & 511.3-R: Scheduled Staff Development Days (Non-Instructional Days)	
AP 204	512.10 & 512.10-R: Distance Education Courses	
AP 205	512.11 & 512.11-R: Adult Education (Continuing Education)	
AP 206	512.14: Curriculum Development	
AP 207	512.14.1 & 512.14.1-R: Environmental Stewardship	
AP 208	512.15 & 512.15-R: Pilot or Innovative Projects	
AP 209	512.2: Basic Instructional Program	
AP 210	512.3 & R: Locally Developed Courses	Dated term - currently Board/Authority Authorized (BAA)
AP 211	512.4 & 512.4-R: French Programs	
AP 212	512.5 & 512.5-R: Summer School	
AP 213	512.6-R: Special Education	
AP 214	512.6.1: Hospital and Homebound Education	
AP 215	513.1: Pupil and Teacher Ratio	
AP 216	513.2 & 513.2-R: Field Trips (Off-site Learning Experiences)	
AP 217	513.3 & 513.3-R: Homework	
AP 218	513.4, 513.4- R, 513.4-G: Selection of Learning Resources	
AP 219	513.5-R: Reconsideration of Learning Resources	
AP 220	513.6 & 513.6-R: External Resources	
AP 221	514.2-R & 514.2-G: Health Guidance	
AP 222	517, 517- R & 517-G: Assessment and Reporting	
AP 223	520: Auxiliary Services	

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### 300 Students

Proposed AP Number	Existing SD 38 policy, regulation or guidelines	Comments
AP 301	501.1 & 501.1-R: Student Attendance Requirements	
AP 302	502: Student Behaviour and Discipline	
AP 303	502.1.2, 502.1.2- R & 502.1.2-G: Dress Code	
AP 304	502.2 & 502.2-R: Student Suspension or Exclusion from School	
AP 305	502.3 & 502.3-R: Student Possession of Weapons	
AP 306	502.4-R: Smoking Alcohol Consumption and Drugs	
AP 307	503.6 & 503.6-R: Interscholastic Competitions and Contests	
AP 308	504: Student Health and Safety	
AP 309	504.10-R: Fire Earthquake Disaster Drills	
AP 310	504.11-R: Bomb Threats	
AP 311	504.12, 504.12-R & 504.12-G: Physical Restraint of Students	
AP 312	504.2: Exclusion for Communicable Diseases	
AP 313	504.3 & 504.3-R: Injury or Illness at School	
AP 314	504.3.1, 504.3.1- R & 504.3.1-G: Administering Prescribed Medications for Students	
AP 315	504.3.2 & 504.3.2 -R: Personal Safety of Students (Child Abuse)	
AP 316	504.3.3 & 504.3.3-R: Anaphylaxis	
AP 317	504.4 & 504.4-R: Provision of Menstrual Products to Students	
AP 318	504.6 & 504.6-R: School Safety Patrols	
AP 319	505.5 & 505.5-R: Interrogations of Students by Outside Agencies	
AP 320	505.7: Assistance to Students	
AP 321	506, 506-R & 506-G: Health Promotion	
AP 322	522 & 522-R: Transportation	

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Proposed AP Number	Existing SD 38 policy, regulation or guidelines	Comments
AP 323	522.7 & 522.7-R: Student Conduct on School Buses	

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## Appendix A

### 400 Personnel and Employee Relations

Proposed AP Number	Existing SD38 policy, regulation or guidelines	Comments
AP 401	Policy 103-R (B): Complaints and Appeals by Staff	
AP 402	400 & 400-G: Human Resources 400-R1: Conflict of Interest 400-R2: Criminal Records Review 400-R3: Equal Opportunity Employment 400-R4: Secondment 400-R5: Smoking, Vaping, Alcohol and Drug Consumption / Misuse on Board-Owned and Leased Property and In Board Vehicles	
AP 403	400-R6: Officer / Employee Indemnification	
AP 404	401-R & 401-G: Recruitment and Selection of Management and Administrative Personnel	
AP 405	402-G: Public Interest Disclosure	
AP 406	703.5 & 703.5-R: Health and Safety	
AP 407	703.6 & 703.6-R: Protection of Employees from Violence in the Workplace	
AP 408	703.1: Accident Prevention and Safety Procedure	
AP 409	703.2: First Aid and Accident Reports	
AP 410	703.7, 703.7- R & 703.7-G: Closure of Schools Due to Emergent Conditions	

## Appendix A

### 500 Business Administration

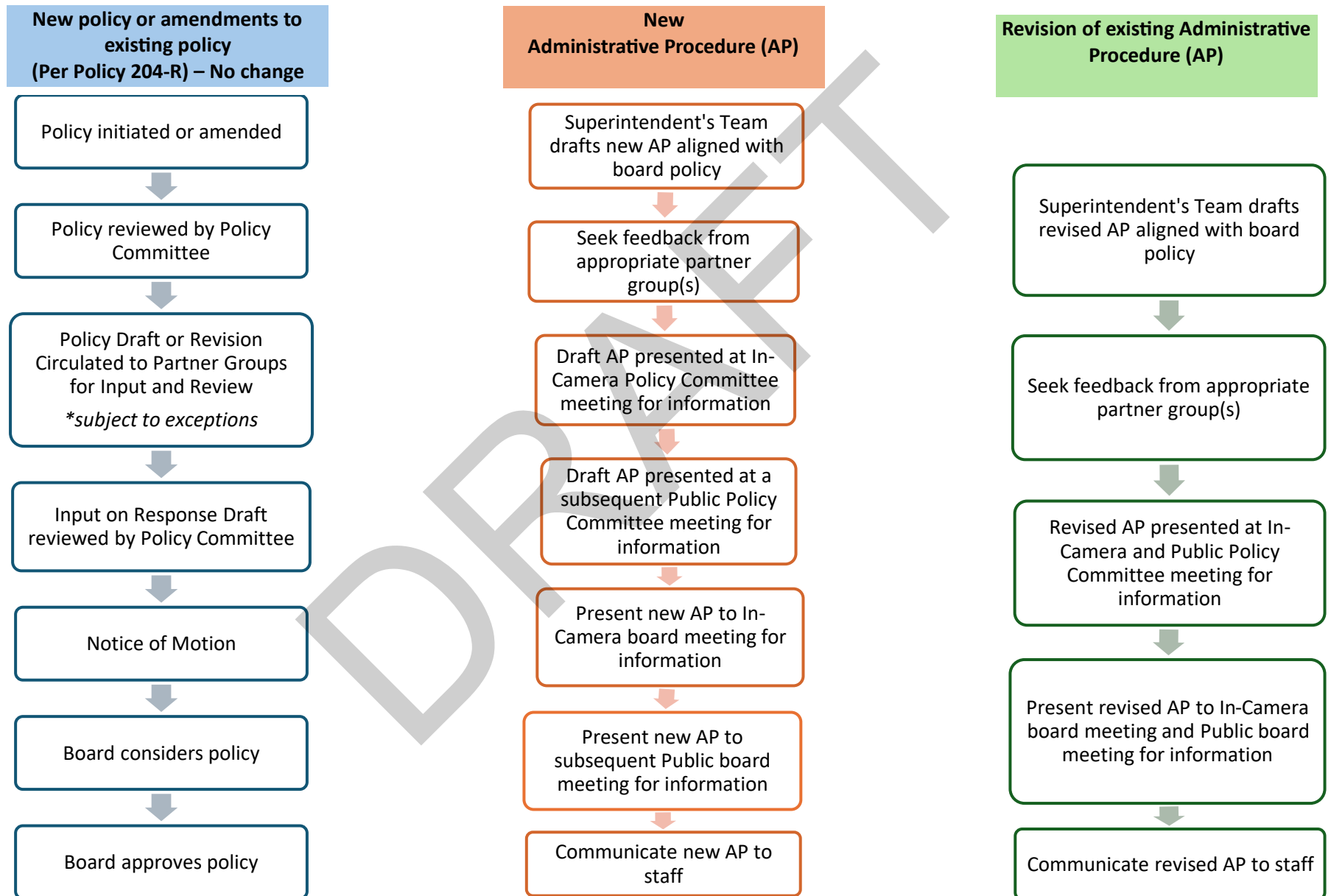
Proposed AP Number	Existing SD 38 policy, regulation or guidelines	Comments
<b>Finance</b>		
AP 501	Policy 600: Financial Management	
AP 502	601 & 601-R: Budget	
AP 503	602 & 602-R: Charges for Goods and Services - UNDER REVISION 602-G: Annual Schedule of School Charges and Deposits	
AP 504	606: Insurance - UNDER REVISION	
AP 505	606.1 & 606.1-R: Selection of an Insurance Agent for Board Owned Fleet of Motor Vehicles - UNDER REVISION	
AP 506	609 & 609-R: Selection of Legal Counsel - UNDER REVISION	
AP 507	610 & 610-R: Selection of Benefit Consultant - UNDER REVISION	
AP 508	611.1 & 611.1-R: General Banking	
AP 509	611.2 & 611.2-R: Investments	
AP 510	611.3 & 611.3-R: Revenue Generation	
AP 511	611.4 & 611.4-R: Purchasing Good and Services	
AP 512	611.4.1-R: Methods to Acquire Goods and Services	
AP 513	611.4.2-R: Competitive Bidding Process	
AP 514	611.4.3-R: Selection of Vendor Bids and Proposals	
AP 515	611.5 & 611.5-R: Procurement Cards	
AP 516	611.5.1-R: Procurement Cards Usage and Responsibility	
AP 517	611.6 & 611.6-R: Travel Expenses	
AP 518	611.7 & 611.7-R: Charitable Donations	
AP 519	612 & 612-R: Authorization	
AP 520	613: Financial Audit	
AP 521	613.1 & 613.1-R: Internal Audit	
AP 522	621 & 621-R: Financial Planning and Reporting	

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Proposed AP Number	Existing SD 38 policy, regulation or guidelines	Comments
AP 523	621.1 & 621.1-R: Financial Reporting - School Based Funds	
AP 524	641 & 641-R: Enterprise Risk Management	
AP 525	804.9 & 804.9-R: Donations to Schools	
AP 526	Disposal of Obsolete Equipment or Assets	Placeholder - AP to be developed
<b>Facilities</b>		
AP 527	700: Statement of Guiding Principles for District Facilities	
AP 528	701 & 701-R: Facilities Planning and Development	
AP 529	701.13: School Facilities Survey	
AP 530	701.2 & 701.2-R: Capital Project Design Review Process	
AP 531	702 & 702-R: Facilities Maintenance and Operations	
AP 532	702.2 & 702.2-R: Installation of Adventure Playgrounds	
AP 533	702.6: Inventory	
AP 534	703: Safety Program (Buildings and Grounds)	
AP 535	703.3, 703.3-R & 703.3-G: Building and Grounds Security	
AP 536	703.4 & 703.4-R: Vandalism	
AP 537	705 & 705-R: Telephones	
AP 538	707 & 707-R: Post Disaster Procedures	
AP 539	708, 708-R & 708-G: Video Surveillance	
AP 540	804.1 & 804.1-R: Community Use of District Facilities	
AP 541	804.2: Use of School Facilities for Private Profit	
AP 542	804.4: Fees for Use of District Facilities	
AP 543	804.6-R: Use of School Facilities Weekend and Holiday Use	
AP 544	804.7-R: Use of School Facilities - District Resource Centre	

# Flowchart for Adoption and Revision of Board Policies and Administrative Procedures

## Appendix B



## Report to Policy Committee Public

**Date:** May 20, 2025

**From:** Debbie Tabolotney, Trustee, Chairperson of Policy Committee

**Subject:** **Reorganization of Board Policies, Regulations, Administrative Guidelines, and Bylaws – Phase 1A**

- Role of the Board
- Role of the Superintendent
- Board Delegation of Authority

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### RECOMMENDATION:

**THAT** the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at the June 17, 2026, regular meeting that a recommendation for the board’s consideration will be presented at the proposed special public meeting on June 24, 2026 to approve the following draft policies:

1. Role of the Board
2. Role of the Superintendent
3. Board Delegation of Authority

### BACKGROUND:

In January 2026, BCSTA issued a Board Policy Review Resource Guide to support school districts in their review of board policies and administrative procedures. BCSTA recommends the policy review to be divided into the following phases:

Phase 1A: Update and/or develop the core 3 out of 13 foundational policies.

Phase 1B: Update and/or develop the remaining foundational policies.

Phase 2: Review and update local policies.

Phase 3: Develop a workplan for ongoing review and update of policies.

The goal is for boards of education to review and modernize board policies listed in Phase 1A of the documents by June 2026, complete the review of the remaining foundational policies by October 2026, where feasible, and continue updating policy manuals through the 2026-2030 term.

As noted in the BCSTA Board Policy Review Resource Guide, the following policies need to be developed and/or reviewed under Phase 1A:

1. Role of the Board

2. Role of the Superintendent
3. Board Delegation of Authority

An updated timeline for Phase 1A of the policy review, based on BCSTA’s Board Policy Review Resource Guide, is outlined below.

In alignment with Policy 204/204-R, engagement with partner groups is not necessary for policies pertaining to board governance and legislative requirements.

**PROPOSED REVISED TIMELINE FOR PHASE 1A:**

Dates	Meeting	Comments
April 13, 2026	Policy Committee (In-camera)	Revised timeline on reorganization of the core 3 out of 13 foundational policies under Phase 1A shared with Policy Committee: <ul style="list-style-type: none"> <li>• Role of the Board</li> <li>• Role of the Superintendent</li> <li>• Delegation of Authority</li> </ul> Note: The remaining foundational policies under Phase 1B, and local policies under Phase 2, along with administrative procedures, are targeted for completion by October 2026.
May 11, 2026	Policy Committee (In-camera)	Draft board policies under Phase 1A shared with the committee: <ul style="list-style-type: none"> <li>• Role of the Board</li> <li>• Role of the Superintendent</li> <li>• Delegation of Authority</li> </ul> Opportunity for trustee review and feedback.
May 20, 2026	Board Meeting (In-camera)	Draft board policies under Phase 1A shared with the board. Opportunity for trustee review and feedback.
June 8, 2026	Policy Committee (In-Camera and Public)	Draft policies under Phase 1A incorporating trustee feedback submitted to Policy Committee (Public). Recommendation <u>not</u> to place into Partner Group Review process as these policies are board governance responsibilities. Recommendation for Notice of Motion at the June 17 Board Meeting.
June 17, 2026	Board Meeting (Public)	Possible Notice of Motion for final approval at the proposed June 24 special board meeting

Dates	Meeting	Comments
June 24, 2026	Proposed Special Public Board Meeting	Possible final approval by the board.

*Respectfully submitted,*

*Debbie Tabolotney  
Trustee, Chairperson of Policy Committee*

*Attachments:*

- 1. Draft Policy: Role of the Board of Education*
- 2. Draft Policy: Role of the Superintendent*
- 3. Draft Policy: Board Delegation of Authority*

## **ROLE OF THE BOARD OF EDUCATION**

The Board of Education of School District No. 38 (Richmond) is the corporate entity established under the *British Columbia School Act* ("the Act") and is governed by seven trustees elected by the public for a term defined in the Act.

As a corporate body, the board holds the full legal capacity of a natural person, enabling it to govern the affairs of the school district, including entering into contracts, owning property, and managing its operations in accordance with provincial legislation.

The board's core mandate is to govern the school district in alignment with the duties and responsibilities set out in the *School Act*. This includes in part, setting the strategic direction, establishing policies, approving budgets, and monitoring the performance of the district to ensure the improvement of student achievement in the school district.

The board provides oversight of the district's operations through the superintendent of schools. The superintendent ensure that board decisions are effectively implemented across the district.

The board's governance role is distinct from the operational responsibilities of management. While the board establishes policy, defines strategic priorities, approves the annual budget and makes decisions required by law, it does not engage in the daily operations and management of the school district or staff. That responsibility lies with the superintendent, who is accountable to the board.

The board acts collectively and exercises its authority through formal meetings and decisions. Outside of these meetings, individual trustees hold no greater authority than any other member of the public, unless specific authority has been delegated to them by the board. Individual trustees must not direct or interfere with the work of the superintendent or other staff members.

This governance framework ensures that the board fulfills its legislative mandate while maintaining a clear separation between governance and administration, in accordance with sections 65 and 85 of the *School Act*.

Specific areas of responsibility of the board of education are:

### **1. Accountability to Government**

- 1.1 Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies.
- 1.2 Perform board functions required by governing legislation and existing board policy.

### **2. Accountability to the Community**

- 2.1 Make decisions that reflect the Richmond School District's vision, mission, values, and represent the broad interests of the community.

Adopted:

- 2.2 Establish processes and provide opportunities for community engagement.
- 2.3 Report district results at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or board policy.
- 2.5 Model a culture that reflects the board's code of ethics and shared community values.
- 2.6 Provide for two-way communication between the board, Indigenous communities, and partner groups.
- 2.7 Meet as needed with municipal government and other governing authorities in educational/public service or business to assist in achieving educational goals.

### **3. Strategic Planning**

- 3.1 Provide overall direction for the district by establishing the mission, vision, values, and foundational statements.
- 3.2 Approve the district's long-term strategic plan.
- 3.3 Set strategic goals and monitor key results, particularly the progress of student achievement.
- 3.4 Annually approve the district budget.
- 3.5 Approve other plans as required by the *School Act*.
- 3.6 Monitor and evaluate the district's communication strategy.

### **4. Policy Development**

- 4.1 Identify the reason and/or intended purpose before creating a new policy.
- 4.2 Make the final decision regarding the approval of all policy statements.
- 4.3 Evaluate policy impact to determine if policy has created the desired change or results.
- 4.4 Establish policies that outline how the board and/or school district will function.
- 4.5 Delegate authority to the superintendent and define responsibilities.

### **5. Board and Superintendent Relations:**

- 5.1 Select the superintendent.
- 5.2 Provide the superintendent with clear board direction.
- 5.3 Delegate in writing, administrative authority and identify responsibilities subject to the provisions and restrictions in provincial legislations and regulations.
- 5.4 Respect the delegated authority of the superintendent to carry out executive actions and support those actions which are exercised within the discretionary powers of the position.
- 5.5 Evaluate the superintendent and review the contract of employment at least annually.

### **6. Political Advocacy and Responsibility**

- 6.1 Consider the priorities and focus for advocacy, key messages, and advocacy mechanisms.
- 6.2 Provide input to the British Columbia School Trustees Association, and British Columbia Public Sector Employers' Association.
- 6.3 Advance board/district positions and priorities through local/community and provincial organizations as deemed appropriate.

## **7. Board Development**

- 7.1 Evaluate the board's performance and effectiveness at least annually.
- 7.2 Actively participate in board professional development.

## **8. Fiscal Accountability**

- 8.1 Approve the annual district budget aligned with the strategic plan.
- 8.2 Approve the budget guiding principles and decision-making criteria for the development of the annual budget.
- 8.3 Approve the process and timelines for budget deliberations.
- 8.4 Annually appoint the auditor and approve the terms of engagement.
- 8.5 Annually review the audit report and management letter.
- 8.6 Annually approve the audited financial statements.
- 8.7 Provide direction regarding the mandate for employee negotiations.
- 8.8 Ratify memoranda of agreement with bargaining units.
- 8.9 Approve the acquisition and disposition of district land and buildings.
- 8.10 Approve construction projects in excess of one million dollars (\$1,000,000).
- 8.11 Annually approve the five-year capital plan and review the facilities masterplan.
- 8.12 Review and monitor all accumulated surpluses and reserve funds to ensure financial health and stability.
- 8.13 Provide for adequate budget consultation processes with the community, Indigenous communities and partner groups.
- 8.14 Regularly monitor fiscal management of the district.
- 8.15 Regularly monitor the Enterprise Risk Management Plan (ERMP).

## **9. Additional Responsibilities**

- 9.1 Approve annual local school calendars in accordance with legislation.
- 9.2 Approve Board/Authority Authorized Courses.
- 9.3 Hear appeals on the reconsideration of resource materials which are challenged.
- 9.4 Approve the process for and the naming/renaming of educational facilities, school district properties, and portions thereof.
- 9.5 Approve school catchment areas.
- 9.6 Approve district partnerships and associated contracts.
- 9.7 Approve the purchase of board memberships in non-educational associations.
- 9.8 Approve other matters as required.

## **ROLE OF THE SUPERINTENDENT**

The board recognizes the need for one (1) person to be in charge of the management of the district in order to provide coordinated leadership. Therefore, the board designates the superintendent responsibility for the overall effective administration of the district.

The superintendent ensures that leadership is the shared responsibility of everyone within the organization and builds leadership capacity within a team-oriented, collaborative environment.

The superintendent provides reports to the board that focus on governance implications and is accountable to the corporate board for the conduct and operation of the district and for ensuring compliance with the *School Act*, Regulations, and related Ministerial Orders.

All board authority delegated to the staff of the district is delegated through the superintendent.

Specific areas of responsibility of the superintendent are:

### **1. Student Well-Being**

- 1.1 Ensures that all students are supported in a safe, anti-racist, and caring environment that fosters and maintains respectful and responsible behaviours.
- 1.2 Ensures that learning environments contribute to the development of skills and habits necessary for life-long learning, post-secondary studies, the world of work, and citizenship.
- 1.3 Ensures the safety and welfare of students while participating in school programs, or while being transported to or from school programs on transportation provided by the district.
- 1.4 Ensures that facilities adequately accommodate district students.

### **2. Educational Leadership**

- 2.1 Provides leadership in all matters relating to education in the district.
- 2.2 Ensures students in the district have the opportunity to meet the standards of education established by the Ministry of Education and Child Care.
- 2.3 Implements education policies established by the Ministry of Education and Child Care and the Board of Education.
- 2.4 Provides support and advises principals and vice-principals on matters related to school operations.

### **3. Fiscal Responsibility**

- 3.1 Ensures the fiscal management of the district, in collaboration with the secretary-treasurer is in accordance with the terms or conditions of any funding received by the board under the *School Act* or any other applicable act or regulation.
- 3.2 Ensures the district operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

Adopted:

## **4. Personnel**

- 4.1 Holds overall authority and responsibility for all personnel-related matters, except those matters precluded by law, legislation, collective agreements, or board policy.
- 4.2 Promotes at all times a high standard of collaborative professional leadership, effective human relationships, and a spirit of educational innovation throughout the district.
- 4.3 Provides leadership in the supervision and evaluation of administrators, teachers, and other staff, with the intent of improving performance.
- 4.4 Establishes organizational roles for staff and arranges the employment of staff necessary to conduct the affairs of the district.

## **5. Policy and Administrative Procedures**

- 5.1 Provides leadership in the planning, development, implementation, and evaluation of board policies.
- 5.2 Develops, maintains, and communicates administrative procedures that are consistent with board and provincial policies, regulations, and procedures.

## **6. Superintendent and Board Relations**

- 6.1 Establishes and maintains positive, professional working relations with the board.
- 6.2 Respects and honours the board's role and responsibilities, and facilitates the implementation of that role as defined in board policy.
- 6.3 Keeps the board informed as appropriate of district matters (especially controversial and/or highly sensitive issues) in a timely manner.
- 6.4 Demonstrates mutual respect and support, which is conveyed to the staff, partner groups, and community, including Indigenous communities and First Nations on whose traditional territories our schools operate.

## **7. Strategic Planning and Reporting**

- 7.1 Oversees strategic planning processes.
- 7.2 Implements plans as approved by the board.
- 7.3 Involves the board in the establishment of strategic priorities and key results indicators.
- 7.4 Reports regularly on progress and results.

## **8. Organizational Management**

- 8.1 Demonstrates effective organization skills resulting in district compliance with all legal, ministerial, and board mandates/timelines.
- 8.2 Establishes an organizational structure and promotes a district culture which facilitates positive results.
- 8.3 Ensures that emergency management plans are in place system-wide in preparation for crisis situations to be responded to in a team-oriented, collaborative, and cohesive fashion.

## **9. Communications and Community Relations**

- 9.1 Ensures that open, transparent, positive internal and external communications are

- developed and maintained with partner groups.
- 9.2 Ensures that parents and students have a high level of satisfaction with the services provided and the responsiveness of the district.
  - 9.3 Maintains effective relationships with the communities served by the district, including Indigenous communities and First Nations on whose traditional territories our schools operate.
  - 9.4 Acts as or designates responsibility for oversight of the *Freedom of Information and Protection of Privacy Act*.
  - 9.5 Serves as a district spokesperson when appropriate (in consultation with the board chair and director of communications), with the media and public in order to ensure district messaging is consistent and accurate.
  - 9.6 Acts as a champion for the district and for public education.

## **10. Leadership Practices**

- 10.1 Models leadership that is viewed positively throughout the district.
- 10.2 Develops and maintains positive and effective relationships with provincial and municipal government departments, external agencies, and provincial organizations.
- 10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty, and mutual respect.

## **BOARD DELEGATION OF AUTHORITY**

1. The Board of Education of School District No. 38 (Richmond) is authorized under the *School Act* to delegate specific and general administrative and management duties to others.
2. The board hereby delegates to the Superintendent of Schools the authority to perform any act or exercise any power that the board is authorized or required to do, except for:
  - a. Those matters reserved to the board by this or any other board policy; and
  - b. Those matters that cannot be delegated.
3. Notwithstanding the above, the board also reserves the authority to make decisions on any matters within its authority under the *School Act* or in accordance with board policies.
4. Further, the board requires that any new provincial, federal, regional or local initiatives must be brought to the board discussion and determination of decision making authority.
5. The superintendent is directed to develop an administrative procedure to fulfill board obligations created by any federal or provincial legislation.
6. In the absence of board policy, if an immediate administrative response is required the superintendent shall:
  - a. Inform and/or consult with the board chair as soon as possible; and
  - b. Inform the board as soon as practicable or at the next board meeting on the nature of the issue, action taken, and the need for future policy or administrative procedure.

### References

School Act, R.S.B.C., 1996, c. 412.

Adopted:

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

COMPLETED FOR SCHOOL YEAR 2025/26		
	Policy	Dates & Actions
1	<b>Policy Refresh:</b>  <b>Policy 311/311-R:</b> Freedom of Information and Protection of Privacy <b>Policy 311-G (A):</b> Privacy Impact Assessments <b>Policy 311-G (B):</b> Critical Incident and Privacy Breach Procedure <b>Policy 311-G (C):</b> Personal Information Management Program	Updated policy approved in September 2025
2	<b>Policy 501.8-R/501.8-G:</b> Student Admission, Registration, Placement and Transfer	Revised policy approved in January 2026
3	<b>Policy 701.12-G:</b> Official School Openings	Final Administrative Guidelines shared at April 22, 2026 public board meeting for information and published on website on April 23, 2026.

IN PROGRESS		
	Policy	Dates & Actions
1	<b>Policy Reorganization</b>  <b>Policy 204/204-R: Creation and Revision of Policy and Regulations</b>  <b>Senior Staff Responsible:</b> Chris Usih	<ul style="list-style-type: none"> <li>• Public report with draft rewrite of Policy 204/204-R shared with the committee, with recommendation for Notice of Motion at June regular board meeting (June 2026)</li> </ul>
2	<b>Policy Reorganization Phase 1A:</b> <ul style="list-style-type: none"> <li>• Role of the Board</li> <li>• Role of the Superintendent</li> <li>• Board Delegation of Authority</li> </ul> <b>Senior Staff Responsible:</b> Chris Usih	<ul style="list-style-type: none"> <li>• Public report with draft Phase 1A policies shared with the committee, with recommendation for Notice of Motion at June regular board meeting (June 2026)</li> </ul>
3	<b>Policy 701.11-R: Naming and Renaming of Schools and District Facilities</b>  <b>Senior Staff Responsible:</b>	<ul style="list-style-type: none"> <li>• Public report on proposed timeline shared with partner groups (Sep 2025)</li> <li>• Public report on proposed revised timeline shared with partner groups (Nov 2025)</li> </ul>

*Updated to June 8, 2026*

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

IN PROGRESS		
	Policy	Dates & Actions
	Chris Usih	<ul style="list-style-type: none"> <li>Public report with recommendation to place policy revisions into partner group review process from February 19 to April 10, 2026 (Feb 2026)</li> <li>Public report incorporating partner group feedback shared with committee, with recommendation for Notice of Motion at May board meeting (May 2026)</li> <li><b>For final approval at June board meeting (June 2026)</b></li> </ul>

ANTICIPATED		
	Policy	Dates & Actions
<b>1</b>	<p><b>Policy 105-R:</b></p> <p>a. District Code of Conduct: How We Learn and Work Together</p> <p>b. Respect for Personal Public Property and Environment (i.e., District Facilities, Equipment) – <b>Senior Staff Responsible:</b> Cindy Wang</p>	<ul style="list-style-type: none"> <li>Review after completion of the new strategic plan</li> <li>Public report on draft revised policy (Feb 2021)                             <ul style="list-style-type: none"> <li>Committee agreed that there would be more discussion and review around process for the revision to be brought back at a later date</li> </ul> </li> </ul>
<b>2</b>	<p><b>Student Behaviour Policies</b></p> <p>a. <b>Policy 502:</b> Student Behaviour and Discipline</p> <p>b. <b>Policy 502.1:</b> Maintenance of Orderly Conduct</p> <p>c. <b>Policy 502.2/502.2-R:</b> Student Suspension or Exclusion from School</p> <p>d. <b>Policy 502.3/502.3-R:</b> Student Possession of Weapons</p> <p><b>Senior Staff Responsible:</b> Braunwyn Thompson</p>	<ul style="list-style-type: none"> <li>Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback (Jan 2021)</li> <li>Anticipate submission of revised policy to public meeting in 2025</li> </ul>
<b>3</b>	<p><b>Policy 522/522-R:</b> Transportation</p> <p><b>Senior Staff Responsible:</b> Cindy Wang/Christel Brautigam</p>	<ul style="list-style-type: none"> <li>Policy review <b>placed on hold</b></li> </ul>

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

ANTICIPATED		
	Policy	Dates & Actions
<b>4</b>	<p><b>PHASE 3 - Policy Section 700: Facilities</b></p> <p>Policy 703.1 - Accident Prevention and Safety Procedure</p> <p>Policy 703.2 - First Aid and Accident Reports</p> <p>Policy 703.5 and Regulation 703.5-R - Health and Safety</p> <p>Policy 703.6 and Regulation 703.6-R - Protection of Employees from Violence in the Workplace</p> <p>Policy 705 and Regulation 705-R - Telephones</p> <p>Policy 706 - Smoke Free Environments</p> <p>Policy 703.7 and Regulation 703.7-R - Closure of Schools Due to Emergent Conditions</p> <p>Policy 707 and Regulation 707-R - Post Disaster Procedures</p> <p>Policy 708 and Regulation 708-R - Video Surveillance</p> <p><b>Senior Staff Responsible:</b> Cindy Wang</p>	<ul style="list-style-type: none"> <li>Policy revision <b><u>placed on hold</u></b> (Feb 2025) – for future consideration</li> </ul>

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

COMPLETED IN PREVIOUS SCHOOL YEARS		
	Policy	Dates & Actions
1	<b>Policy 101:</b> Goals and Objectives	Revised policy approved in May 2023
2	<b>Policy 201:</b> Board Operations	Revised policy approved in June 2023
3	<b>Policy 311/311-R:</b> Freedom of Information and Protection of Privacy	New policy approved in June 2023
4	<b>Policy 621/621-R:</b> Financial Planning and Reporting and <b>Policy 631-R:</b> Accumulated Operating Surplus and Capital Reserves	Revised policy approved in June 2023
5	<b>Policy 402/402-R:</b> Public Interest Disclosure Policy	New policy approved in December 2023
6	<b>Policy 701.2-R:</b> Capital Project Design Review Process	Revised policy approved in March 2024
7	<b>Policy 200:</b> Trustee Role, Responsibilities and Code of Ethics	Revised policy approved in May 2024
8	<b>Policy 204-R:</b> Creation and Revision of Policy and Regulations	Revised policy approved in May 2024
9	<b>Policy 105: District Code of Conduct</b>	Revised policy approved in June 2024
10	<b>Policy 203-R/203-G:</b> Trustee Stipend and Expenses	Revised policy approved in October 2024
11	<b>Policy 400-R5:</b> Smoking and Alcohol Consumption <b>Policy 804.1-R:</b> Community Use of District Facilities	Revised policies approved in October 2024
12	<b>Policy Refresh:</b> <b>Policy 101/101-R: Strategic Planning</b>	Updated policies approved in December 2024
13	<b>Policy Refresh:</b> <b>Policy 103:</b> Collaboration and Community <b>Policy 103-R (A):</b> Foundations for Learning <b>Policy 103-R (B):</b> Complaints and Appeals by Staff	Updated policies approved in February 2025
14	<b>Policy Refresh:</b> <b>Policy 105/105-R:</b> District Code of Conduct	Updated policy approved in March 2025
15	<b>Policy 102:</b> Diversity and Inclusion	Revised policy approved in May 2025
16	<b>Policy 103 Bylaw:</b> Complaints by Students, Parents & the Public	Revised policy approved in May 2025
17	<b>Policy 201 Bylaw:</b> Board Operations	Revised policy approved in June 2025

*Updated to June 8, 2026*