



AP A1 Development of Administrative Practices

Legislative References: None

Policy Reference: 1.50 Policy Development and Currency

Collective Agreement References: None

Date: April 24, 2024

Purpose

[Policy 1.50 Policy Development and Currency](#) recognizes that Administrative Practices provide constructive administrative direction under the jurisdiction of the Superintendent.

Administrative Practices are developed to provide direction when:

- the area involves legislative responsibilities (example: Public Interest Disclosure).
- the task is lengthy or complex (example: transportation processes)
- is routine, but it is essential that everyone follows rules (example: field trips)
- involves system changes (example: privacy management)
- demands consistency (example: animals in schools)
- involves documentation (example: investigation of a staff member)
- has serious consequences if done wrong (example: health and safety practices)

The purpose of this Practice is to set out the process for the development and communication of Administrative Practices.

Scope & Responsibility

Administrative Practices may be drafted by any district department, supported by the Director of Corporate Services. All district Administrative Practices will be approved by the Superintendent of Schools, irrespective of the department developing same.

Responsibilities of Staff

All staff have a responsibility to comply with Administrative Practices.

Development of Administrative Practices

1. Step One – Gather Information and Clarify Requirements

- 1.1. Gather information on the processes required, ensure the practice is aligned with current Board policy references and implications, legislation and Ministry of Education and Child Care policy.



- 1.2. Research best practice from content experts (legal or other) as well as others who hold key information (identify long time staff members, partners, technical staff, and those who will use the practice)
2. Step Two – Preparation of a First Draft
 - 2.1. Include all references to Board Policy and provincial legislation, use hyperlinks where available
 - 2.2. Use active voice
 - 2.3. Define all acronyms
 - 2.4. Incorporate flow charts, diagrams etc. as needed
3. Step Three – Engagement and Finalization of the Draft
 - 3.1. For Administrative Practices that have broad effect, feedback may be requested from one, or more of:
 - 3.1.1. Accessibility Advisory Group
 - 3.1.2. Canadian Union of Public Employees Local 788
 - 3.1.3. District Parent Advisory Council
 - 3.1.4. Gulf Islands Principal and Vice-Principal Association
 - 3.1.5. Gulf Islands Teachers' Association
 - 3.1.6. Indigenous Education Council
 - 3.2. Finalize draft, and seek approval from the Superintendent
4. Step Four – Communication
 - 4.1. For Administrative Practices that have narrow effect, and where those in 3.1 were engaged with the draft, the Director of Corporate Services will publish the Administrative Practice.
 - 4.1.1. In some cases, where the practice has arisen from matters discussed at the Board table, the Board will be advised of the new or updated practice.
 - 4.2. For Administrative Practices that have broad affect and flow from a policy, the Director of Corporate Services will publish the Administrative Practice, and the Superintendent will provide a brief overview of the practice for the Board through the Superintendent's report.



- 4.3. For Administrative Practices that have broad affect and are replacing existing policy, and represent a significant change to policy or Practice, the Superintendent will provide an overview, or a walk-through of the practice, with the Policy Committee of the Board.