



POLICY: BF
SUBJECT: BOARD POLICY DEVELOPMENT
APPROVAL DATE: April 9, 1985
REVISION DATE:
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1. OBJECTIVE

The Board of Trustees of The Winnipeg School Division recognizes the importance of the development of written policy as part of the Board's governing role in establishing the parameters to be used in the administration of the School Division.

2. DEFINITION OF POLICY MATTERS

One of the most important decisions in the establishment of an ongoing process for policy development is the definition of items to be included as policy. Policies of the Division shall be developed related to the following areas:

- A Foundations and Basic Commitments
- B School Board Governance and Operations
- C General School Administration
- D Fiscal Management
- E Support Services
- F Facilities Development
- G Personnel
- H Negotiations
- I Instructional Program
- J Students
- K School-Community Relations
- L Education Agency Relations

3. SCOPE OF POLICY

Policies shall be sufficiently detailed in scope and content so as to convey clearly the intent of the Board of Trustees. Policies shall describe the goals or objectives of the Board of Trustees related to the operation of the School Division and shall provide latitude for administrative decision making.

4. FORMAT OF POLICIES

In order to have an efficient and effective policy system it is necessary that policies be developed in accordance with a standard format. The following is the format for School Division policies.

4.1 Policy Content

Each policy of the School Division shall contain a basic statement of philosophy or principle, and shall describe the goals or objectives of the Board related to the subject policy area.

Major sections of the policy shall be designated by numerical numbers 1., 2., 3., etc., and sub-sections shall be numbered 1.1, 1.2, etc., respectively.

4.2 Page Format

The page format for items included in the policy manual shall designate whether the item is Policy, Administrative Rule or Procedure, Exhibit, or Legislative Requirement. The page format shall also include details setting forth the subject of the policy, the date the policy was originally adopted by the Board of Trustees, the most recent date of revision to the policy, and the page numbers in reference to the total number of pages of the policy. (See Exhibit BF-E(1))

4.3 Administrative Rules or Procedures

The detailed administration of the Division's policies shall be carried out through the application of Administrative Rules or Procedures, which shall be included with the respective policy statement as applicable. (See Exhibit BF-E(2))



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4.4 Administrative Forms or Exhibits

Administrative forms or exhibits which relate directly to policies and/or administrative rules shall be included in the Policy Manual for references purposes. (See Exhibit BF-E(3))

4.5 Legislative Requirements

Legislative requirements which directly affect the operation of the School Division shall be included with the respective policies but shall not form a part of the actual policy. (See Exhibit BF-E(4))

5. ORGANIZATION OF THE POLICY MANUAL

The policies of The Winnipeg School Division shall be maintained in a loose-leaf policy manual and shall be organized according to the following classifications:

- A Foundations and Basic Commitments
- B School Board Governance and Operations
- C General School Administration
- D Fiscal Management
- E Support Services
- F Facilities Development
- G Personnel
- H Negotiations
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The Policy Manual shall be organized as follows:

- Introduction (White) Policy BF re Policy Development
- Alphabetical Index (White) Related to Policies included in the Manual
- Policy Statements (White)
- Administrative Rules/Procedures (Yellow)
- Administrative Forms or Exhibits (Green)
- Code Finder Index (White) Based on NSBA Policy System including indexing for all possible policy categories

6. POLICY INITIATION

Policies may be recommended to the Board by any trustee, the Chief Superintendent, or by any group or individual by written submission to the Board.

7. POLICY CHANGES

Any proposed changes in policy or establishment of new policy shall require notice of motion in accordance with Procedural By-law No. 894, Section 24, and any motion of the Board related to a change in policy or establishment of new policy shall require a majority vote of the Board of Trustees in order for the policy to be implemented.