



November 18, 2025

The Importance of District Policies and Procedures to the Work of Principals and Vice-Principals

Policies:

Boards of Education (School Trustees) develop and implement clear policies to guide the work of the school district. Policies provide a framework of guiding values, overall purposes, specific goals, and required actions that complement the School Act and provincial regulations. School district policies will ultimately guide the operational work of the district, and set the stage for the creation of Administrative Procedures.

It is important for Principals and Vice-Principals to have an awareness and understanding of their Board's policies to ensure compliance and fiduciary responsibility.

Administrative Guidelines/Procedures:

Most districts have administrative guidelines or procedures that are developed by the Superintendent or designate. These are procedures and expectations that complement the policies and regulations prescribed by the board. In some cases, these are associated with the relevant policy, for convenient reference.

Administrative guidelines/procedures guide the work and expectations of staff, including Principals and Vice-Principals. We encourage all Principals and Vice-Principals to gain familiarity with their district's policies and administrative guidelines/procedures. They are usually easily accessible on the district

website. Ultimately, it is the responsibility of each Principal and Vice-Principal to ensure that these policies and procedures are followed.

Any questions on this topic can be asked of the MSS department mssinfo@bcvpva.bc.ca