

- Procedure Number: 235
 - Procedure Name: Policy Development and Implementation (revision #2)
 - Date of Original: 1992 10 14
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Policy Development and Implementation

1. Proposals for new policies or revisions of existing policies may be directed to the Policy Committee from the following sources:
 - a. The superintendent or his/her designate;
 - b. Any member of a partner group, such as parents, teachers, staff, or administrators through their representative writing at the Board table;
 - c. A member of the community at large.
 - d. The attached Policy Initiation and Revision Form is available at all schools and at the School Board Office for the convenience of the general public or partner group representatives.
2. The Policy Committee will prepare a draft of the new policy or revised policy and present it to the Board and Superintendent for review.
 - a. A draft of the proposed policy and procedure will go out as a Notice of Motion to all schools as part of the consultation and revision process.
 - b. The attached Policy/Procedure Impact Worksheet will be available in a visible location to facilitate communication to the Policy Committee on the Notice of Motion.
3. The Policy Committee may revise the Notice of Motion based on further communication from interested parties, and at a subsequent Board meeting, the Notice of Motion may be approved or returned to the Policy Committee for more consultation or revisions.
4. There will be an on-going review of Board policies. Each policy will include the date for review and/or evaluation as appropriate.
5. A Policy Manual will be maintained and readily accessible for all concerned. A manual will be located in the offices of the School Board, the Maintenance Centre and each of the schools. Individual copies will be provided to every Trustee, Senior Administrators and Principals, as well as one copy each to G.I.T.A. and C.U.P.E.
6. The Superintendent of Schools, or his/her designate, in consultation with the Administrative Officers, will develop and maintain a set of administrative procedures and organizational structures which effectively and accountably implement and support Board policies.
7. All members of the educational communities are encouraged to identify issues to be considered for policy development and review, in accordance with defined procedures.



SCHOOL DISTRICT #64 (Gulf Islands)
POLICY INITIATION/REVISION FORM*

Name: _____ **Telephone:** _____

Address: _____

Area of involvement/group/organization: _____

State the problem or issue or need: _____

Explain why there is a need for this policy or this policy revision: _____

Additional comments: _____

Date: _____ **Signature:** _____

**Policy Initiation and Revision Forms may be obtained from the Principals
of School District # 64 (Gulf Islands) or from the School Board Office,
112 Rainbow Road, Salt Spring Island, B.C., V8K 2K3
(250) 537-5548*



POLICY/PROCEDURE IMPACT WORKSHEET
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*Please fill in and return to your representative on the Policy Committee
(PAC, GITA, CUPE, GIPVPA, Trustees) **

1. How does this proposed policy and procedure fit with relevant plans, policies, proposals or community initiatives currently in place in:
 - (a) your school
 - (b) the district
 - (c) public education in B.C.
2. How do you think the proposed policy and procedure will affect your school?
3. How will the proposed policy and procedure affect teaching, learning and student achievement?
4. Do you have any ideas for making the proposed policy and procedure more effective?
5. Are there any areas in the proposed policy or procedure which are unclear?
6. Are there significant issues which the proposed policy and procedure has not but should address?
7. Can you foresee any difficulties posed by implementation of the policy and procedure?
8. Will the proposed policy and procedure put unreasonable demands on people or resources? If so, how?

** Please comment on the effectiveness of this worksheet and any changes you feel might make it more effective.*
