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## SCHOOL DISTRICT NO. 64

### PROCEDURE 135 Policy Development and Implementation

*“Inspire learners, Integrate sustainability,  
Involve community”*

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Section: Governance

Dates of Revisions: October 14, 1991, June 13, 2001

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

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Governance policies and procedures are set by the board to articulate and define important objectives, principles or values; and to define roles, responsibilities and authority.

1. Proposals for new governance policies and procedures or revisions of existing policies and procedures 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.
2. Proposals are to be submitted to the board using the Policy/Procedure Initiation and Revision Form available at all schools and at the School Board Office.
3. The board’s Policy Committee will prepare a draft of the new or revised policy or procedure and present it to the Board and Superintendent for review.
4. 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.
5. Responses to the Notice of Motion may be submitted using the Policy/Procedure Impact Worksheet attached to the Notice of Motion.
6. The Policy Committee may revise the Notice of Motion based on feedback and, at a subsequent board meeting; the Notice of Motion may be approved or returned to the Policy Committee for more consultation or revisions.
7. The Board will make its policies and procedures available through its website; at local schools and places of work; and to its partner groups including G.I.P.V.P.A., G.I.T.A. and C.U.P.E.

- 8.** Board policies will be administered by the Superintendent of Schools and delegates, including school principals/vice principals, according to board procedures

Administrative policies and procedures are operational in nature and allow for consistent and effective operations in an organization or a department. The Board delegates administrative regulations to the Superintendent of Schools to develop in a transparent process that includes community input.