

POLICY ADOPTION AND REVISION

Policies are adopted to provide guidance and authority for employees of the school division. Policies also ensure that similar situations are dealt with consistently.

Adoption of new policies or the revision of existing policies is a formal responsibility of the Board of Trustees.

The Board should strive to keep policies current. It is therefore a particular responsibility of individual trustees and the Superintendent and the Secretary-Treasurer to call attention policies that are needed or are in need of revision.

When new or revised policies are introduced they should be deferred until a subsequent meeting for adoption to permit reflection, reaction or further study.

When appropriate, reaction to proposed policy should be sought from other employees and/or the public before adoption. Interim policy may be adopted until formal policy can be developed to meet urgent or emergency conditions.

It is the responsibility of the Superintendent to establish and maintain a plan for preserving and making accessible the policies adopted by the Board and for developing the administrative procedures or regulations to put them into effect. Policy manuals should be up-dated as required, but at least once annually.

Approved September 1, 1977

Revised October 18, 1994

Reviewed June 5, 2017