

POLICY DEVELOPMENT, REVIEW AND DISSEMINATION

The board of trustees shall consider the development of policy as its chief function. All policies developed should be put in writing and organized according to the classification system developed by the Educational Policies Service of the National School Boards Association. Policies provide guidelines and goals for the successful and efficient function of each individual school in the division as well as the school division as a whole.

- (1) Policies are approved by the board of trustees, but proposals for formulation of new policies or changes to existing policies can be initiated in writing by the board, standing committees, senior administration, general administrative council, any citizen of the division or any employee.
- (2) Every policy will have an active date and a date it was last reviewed or revised.
- (3) The Program Policy Review and Personnel Committee shall review the policy manual in its entirety within a four-year period.
- (4) The superintendent shall call to the attention of the board through the Program, Policy Review and Personnel Committee policies that are in need of formulation or revision.
- (5) The board shall review and evaluate its policies on a continuing basis through recommendations from the Program, Policy Review and Personnel Committee or any other standing committee to which the policy was referred for review and evaluation.
- (6) When a motion of the board of trustees results in a change to an existing policy or creation of a new policy, then that policy will be updated. The secretary-treasurer is responsible for disseminating revised policies.
- (7) The policy manual shall remain the property of the division.

Effective Date: March 2, 2004 Review Date: October 9, 2019
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Board Motion(s): 148/04; 8/13
Legal/Cross Reference:
