



DISTRICT PRACTICE 1100

POLICY DEVELOPMENT

DISTRICT PRACTICE:

1. POLICY DEVELOPMENT

- 1.1. The Board of Education (“Board”) shall determine and adopt policies in accordance with procedure which it will establish in order to facilitate the broadest possible consultation with elements of the Rocky Mountain School District No. 6 (“District”), including District employees who may have special knowledge of, or particular interest in, the policy under consideration.
- 1.2. Suggestions for new policy or modifications to existing policy will be received by the Board from the Superintendent of Schools (“Superintendent”) and through them from any interested party (i.e. from the District).
- 1.3. Proposed policies will be screened on behalf of the Board to make sure that they are appropriate and are District-wide in focus. The policy will be reviewed by a Policy Committee consisting of three appointed Trustees, the Superintendent and, if necessary, one or more officers of the Board.

2. POLICY ADOPTION

The following practices shall be followed for the adoption of new policies or revisions to existing ones:

- 2.1. The Superintendent shall submit proposed new policy or revisions to existing policy to the Board of Education for its consideration, in accordance with procedures outlined above.
- 2.2. The policy shall be introduced for the first time and amended where necessary, or be deleted.
- 2.3. Following acceptance in principle, the policy shall be circulated to appropriate interest groups, including those listed in 3.1, in order to encourage feedback.
- 2.4. The Board shall consider further amendments to the policy during second and third (final) readings at the next subsequent regular board meetings providing they are more than three weeks apart.
- 2.5. The formal adoption of policies shall be recorded in the minutes of the regular meetings of the Board.
- 2.6. All Board policies will be coded and, in each case, the exact date of the Board approval or amendment will be shown.
- 2.7. Policies not approved will be referred back to the Policy Committee for subsequent amendment, consultation or deletion.

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ADOPTED: Nov. 1997

Amended: June 1998, Mar. 2003, June 2003, Jan. 2020, Jan. 2021

3. POLICY DISSEMINATION

3.1. The Superintendent shall ensure that copies of all policies passed shall be distributed to:

- (a) Trustees
- (b) District Office personnel
- (c) School principals
- (d) President, Rocky Mountain Teachers' Association
- (e) President, Local Canadian Union of Public Employees
- (f) Coordinator of District Resource Centre
- (g) Parents' Advisory Council representatives
- (h) District Parents' Advisory Council
- (i) Secondary school student councils

3.2. The Superintendent shall ensure that policies are available on the District website.

3.3. The principal also has the responsibility of ensuring that the policy manual is:

- (a) Shared with and easily accessible to all staff members.
- (b) Conveyed and interpreted to staff or other interested parties.

4. POLICY REVIEW AND EVALUATION

4.1. The Board of Education, through its Policy Committee, shall review the policy manual on an ongoing basis, to identify areas of policy that:

- (a) Need revision in the light of current goals, objectives, and practices of the District.
- (b) Need to be developed.
- (c) Need to be amended or deleted.

4.2. Revisions to or deletions of policies shall be completed by the committee as for a new policy.



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5. EMERGENCY PROCEDURES

- 5.1. On matters of unusual urgency, the Board may waive the normal adoption process and take immediate action to adopt new policies or revise existing ones. Such action requires two-thirds (2/3) consent of the Board.
- 5.2. The operation of any section or sections of Board policies duly established may be temporarily suspended by a two-thirds (2/3) vote of Board members present at a Regular or Special Board meetings.

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