

### **Policy Making, Development & Adoption Procedures**

#### **-POLICY-**

Policy making is one of the most important responsibilities of the Board of Education. By adopting clear, well defined policies for all areas of school operation, the Board ensures its philosophy is communicated to the administration, teachers and other employees who implement the policies.

The policy development process consists of five stages:

- Stage 1: A policy issue is identified.
- Stage 2: At the request of the Board or Policy Committee, the Superintendent and/or Secretary Treasurer prepares a draft proposal for the Policy Committee's review/revision.
- Stage 3: The draft policy is presented to each trustee for consideration at a regular meeting of the Board of Education. Upon review, and subject to no amendment, first reading can take place. If an amendment is requested, the vote on the first reading shall be tabled to allow time for consideration of the requested amendment.
- Stage 4: An email is distributed to all stakeholders advising of the proposed policy which is located on the district's website. The draft policy remains on the website until one week prior to the next regular meeting of the Board of Education. Stakeholders are requested to provide feedback to the Superintendent and/or the Secretary Treasurer.
- Stage 5: At the next regular meeting, subject to no further amendments, second, third and final reading takes place

Upon passage of third and final reading of the policy, it shall constitute official Board policy.