



103BP Policy Development

APPROVED: 2019.11.27 (2011.08.17)

AMENDED: 2019.11.20

REVIEWED: 2019.11.20

LEGAL REFERENCE:

- Education Act, Section 53

CROSS REFERENCE:

- [102BP Board Committees](#)

POLICY STATEMENT:

The Board establishes policy to direct the operations of the school division

GUIDING PRINCIPLES:

1. Changes to existing policy can be initiated in the following ways:
 - a) The Board, at their discretion, will forward suggestions or recommendations to the policy committee for further review;
 - b) Parent groups, teachers, administrators, student councils, and others interested in the educational system are invited to submit, in writing, to the Board suggestions and recommendations in regard to new or existing policy at any time.
 - c) The policy committee, at its discretion, may review existing policies.
2. Each policy will have two sections: policy statement and guiding principles. Each are defined as:

Policy Statement - The policy statement will provide a general statement of the identified policy area. It will express the Board's belief regarding the overall direction of the policy.

Guiding Principles - The guiding principles will provide concrete statements of the Board's direction with respect to the particular policy. These statements will provide clear direction for the development of the administrative procedures. Where possible they will signify the level of importance each has with respect to other guidelines. Policies are to be approved by Board

motion. Any changes will require a further motion of the Board of Trustees. All changes will be shared with stakeholders via the website, staff meetings, school councils, and school websites.

3. For the purposes of interpretation with respect to policy, the following wording shall apply:
 - a) The term “Shall” will refer to mandatory items;
 - b) The terms “Should” and “May” refers to discretionary items;
 - c) Where the term “The Board” is used, it shall refer to The Board of Trustees of Buffalo Trail Public Schools
4. The Board may choose to develop procedures that are specific to Board Governance and Operations (Section 1). These procedures will be identified as Board procedures that outline activities of the Board alone. Consideration for change will be Board-initiated.
5. With the exception of Section 1, administrative procedures will be developed to reflect the policy and guiding principles. Administrative procedures shall be developed by the respective departments, supported by senior administration and taken before the Board of Trustees for information purposes. Admin procedures shall be brought to the policy committee for input and feedback. At any time, the Board of Trustees is encouraged to provide their perspective on the administrative procedures. All changes will be shared with stakeholders via the website.
6. Current policy remains in effect until new policies and policy amendments are approved and all corresponding admin procedures have been developed/revised and brought forward to the Board for information.
7. Reading of Policies All new policies, and policy amendments considered by the Board to be of significant change:
 - a) Every policy of the Board shall have three distinct separate readings before the policy is passed. Purpose of Readings First Reading: (Stamped 1st Reading) Proposal is presented for information. Clarification and direction for additional information is given. Proposed policy is tabled to an appropriate ensuing meeting date. Second Reading: (Stamped 2nd Reading) Proposal, with appropriate changes, is presented as an action item. Amendments may be made. Proposed policy is tabled to an appropriate ensuing meeting date. Third Reading: (Stamped 3rd Reading) Merits of the proposal, including amendments, are debated. Proposal and any amendments are approved or rejected.
 - b) Not more than two readings of a policy shall be introduced at any one meeting unless the Board unanimously agrees to give the policy a third reading.
 - c) The first reading of a policy shall be in full. The Board may waive this procedure if policies have been in the possession of trustees prior to the meeting. If each Board member has in his/her possession, a digital or printed copy of the policy, the second or third reading may be by title and description only.