

MEDICINE HAT SCHOOL DISTRICT NO.76

POLICY ON POLICY REVIEW

BACKGROUND

~~The Board believes that the policy manual requires regular reviews to remain current and viable. The Board recognizes that policies may need minor or major revisions to work well for Medicine Hat School District No. 76. The Board believes that regular reviews can maintain a policy document that best meets the needs of the school district.~~

The Board believes that the policy manual is a living document and must be amended as circumstances change.

POLICY

~~The Board will review the policy manual by sections on an annual basis and recommend policies to be examined in detail by the Coordinating Committee. The annual review will include two (2) sections per year so that over a five (5) year period all policies will be considered for revisions.~~

The Board will review the policy manual and sections within it as the need requires. Need will be established by the Board or the Superintendent based upon concerns that are raised about specific policy(s) from

- Students,
- Parents,
- Members of the community,
- Individual staff members,
- The Coordinating Committee or
- Legislation changes resulting in a need to amend District policy.

GUIDELINES

- ~~1. If the policy requires **no revision**, a reviewed date will be added to the bottom of the policy.~~
- ~~2. If the policy requires **housekeeping revisions**, that is, the changing of a title, or wording that makes no change in intent of the policy, the Board may make such revisions at a public meeting of the Board.~~
- ~~3. If the policy requires **minor or major revisions or elimination**, the Board will recommend changes to the Coordinating Committee.~~

1. If an issue is governed by existing policy and the policy is deemed to be sufficient to deal with the matter - then the policy shall be applied.

2. If an issue is governed by existing policy and the policy is deemed to be insufficient or out-of-date to deal with the matter - then the policy shall be referred to the Coordinating Committee for review and revision.
3. If an issue arises and there is no policy and a new policy is deemed necessary – the Board will set the general direction on the matter and refer it to the Coordinating Committee for review and development of related policy, guidelines and procedures.

**Approved:  
September 8, 2009**

**Reviewed:  
May 4, 2010**