

MAHANA SCHOOL PROCEDURES

POLICY WRITING AND REVIEWING

Rationale

All policy statements, other than those stipulated by law, have the ownership of the school community.

Purpose

- To provide a framework for policy writing, development and review.
- To provide the opportunity for community and staff involvement and consultation.

Procedure

- ***New policy development:***
 - Board of Trustees identifies policy priorities.
 - Board of Trustees will seek staff and community involvement in the development of draft policies.
 - Draft policies will be made public for community feedback.
 - Draft policies and community feedback (if any) presented to the Board of trustees
 - Board of Trustees to adopt and/or amend draft policy
 - Final policy presented at public Board of Trustees meeting
- ***Reviewing process for existing policies:***
 - The Board of Trustees may amend existing policies as long as the intent of the policy remains unchanged.
 - In case of major changes, refer back to new policy development outline (above).

Adopted: 31/03/93

Reviewed: 10/09/96

Reviewed: 22/11/99

Reviewed: 12/11/12