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## PROCEDURE FOR CHANGE

### - POLICY -

The Board of Education is supportive of educational change initiated by schools and/or school community, that is made in the interests of its students. The Board, however, encourages decisions made with adequate consultation with affected parties. It expects the process to be thorough and spread over a period of time that allows for proper consultation with all groups well in advance of the proposed implementation date.

The Board reserves the right to make a decision that it deems to be in the best interests of the students and District.

## PROCEDURE FOR CHANGE

### - Regulation -

When any significant change or addition to a school's program that affects students, teachers or parents is contemplated by a school and/or school community, the Board of Education expects that the following procedures will be followed:

1. The Principal will monitor the process and keep the Superintendent informed.
2. The merits and the demerits of the proposed change will be discussed and debated by all staff at a staff meeting.
3. At this stage, and prior to any decision being made, notice of intent to change must be shared with the parent body.
4. At the same time, the proposed change will be shared and explained to the students of the school.
5. If at this stage the proposal appears to have merit and is in the best educational interests of the students, the Superintendent of Schools shall inform the Board at the next Board meeting.

6. The proposed change will then be formally placed on the meeting agendas of each of the aforementioned groups. At these meetings, the Principal/Vice-Principal will provide each of the groups with the pros and cons of the contemplated change as generated at the staff meeting, including any available research.
7. The teacher, parent and student groups will complete a simple, clear, unbiased questionnaire. All questionnaires must receive the approval of the Board or designate prior to being circulated.
8. The results of the polling will be tabulated and submitted, together with the completed questionnaires, to the Board by no later than March 15th each year. The Board reserves the right to waive timelines if it deems it necessary.
9. The Board expects that submitted proposals will have the support of the staff, parents and students.
10. The Board will meet at its regular meeting, review the results of the questionnaire, and consider the proposed change.

Upon receipt of formal approval from the Board, a school must first inform affected parties and thereafter, proceed to implement the contemplated change.