

---

**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** GCKB  
**Policy Title:** School Staff Meetings  
**Cross Reference:** GCAD, GCAG  
**Legal Reference:**  
**Adoption Date:** February 26, 1997,  
**Amendment or Re-  
affirmation Date:** February 18, 2011

---

**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THAT REGULAR SCHOOL STAFF MEETINGS ARE ESSENTIAL TO THE OPERATION OF ITS SCHOOLS AND ARE INSTRUMENTAL IN IMPROVING COMMUNICATIONS WITHIN THE SCHOOL AND THE COMMUNITY, THAT THEY ARE FACILITATIVE OF PROFESSIONAL GROWTH AND THEY ARE USEFUL IN ENHANCING THE QUALITY OF EDUCATIONAL SERVICES FOR STUDENTS.

**REGULATIONS**

1. General staff meetings shall be held at least once during each month from September to June inclusive.
2. School Principals shall, in consultation with staff members, arrange for:
  - 2.1. the development of an agenda in advance of each meeting;
  - 2.2. the development and distribution of useful resource materials; and
  - 2.3. the recording of proceedings.
3. Support staff may, at the Principal's discretion, be invited to attend all, some or part of any staff meetings.
4. When necessary, the Principal may convene other staff meetings with some or all staff members.
5. Attendance at all staff meetings is considered to be an integral part of each teacher's assignment - any absences shall be cleared with the Principal.