
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GCKB
Policy Title: School Staff Meetings
Cross Reference: GCAD, GCAG
Legal Reference:
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS SCHOOLS TO HOLD STAFF MEETINGS REGULARLY DURING THE SCHOOL YEAR.

REGULATIONS

1. Staff meetings shall be held at least once each month during the school year.
 - 1.1. Staff meeting dates shall be communicated to staff at the commencement of the school year.
 - 1.2. Principals may schedule additional staff meetings as required.
2. School Principals shall, in consultation with staff members, arrange for the development of an agenda in advance of each meeting.
3. A written record of discussions shall be kept for all monthly staff meetings and be accessible to all staff members.
4. When scheduled as part of assigned hours, attendance is mandatory for teachers and support staff, unless excused by the principal.
 - 4.1. Support staff may, at the principal's discretion, be invited to attend all, or part of any staff meetings on a voluntary basis.