



Procedures: Board Policy and Administrative Procedure Development

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1.0 Definitions

- 1.1 Policies are directives adopted by the governing board to chart a course of action for others. They tell what is expected, why and to what extent. Policies should be broad enough to give room for administrative action, yet narrow enough to give clear guidance. Policy is a governance matter and, therefore, the responsibility of the governing board.
- 1.2 Procedures are more detailed instructions, developed by administrators, for those responsible for putting policy into practice. Procedures describe how policy is to be implemented, by whom, when, where and in what form. Procedures are administrative in nature and, are therefore, the responsibility of the superintendent and their administrative staff.

2.0 Identifying Board Policies for Review or Development

- 2.1 Proposals for new policies or revisions to current policies will normally be initiated by
 - 2.1.1 The governing board
 - 2.1.2 A standing committee of the governing board
 - 2.1.3 Individual board members
 - 2.1.4 The superintendent and senior management
 - 2.1.5 Other persons or groups potentially impacted
 - 2.1.5.1 Persons or groups wishing to propose a policy for development or suggesting revisions to existing policy will do so using the online submission form.
 - 2.1.5.2 The online submission form will inform the superintendent or department director about the issue to be addressed and why this issue requires policy guidance.
 - 2.1.5.3 Originators of policy proposals should provide appropriate provincial / federal / municipal legislation; sample policies from other jurisdictions; or other pertinent information which points to the need for school board policy.
 - 2.1.5.4 The administrative assistant to the governing board will present the completed form and any accompanying documentation to the superintendent for consideration and action.

3.0 Development of Draft Policies

- 3.1 Departmental Policies
 - 3.1.1 Policy drafts will be prepared by the director of the appropriate department.
 - 3.1.2 The director will review the draft with the superintendent of schools.
 - 3.1.3 The director will present the draft to senior management for review.
 - 3.1.4 The director is responsible for receiving and reviewing policy proposals, writing policy drafts, coordinating the consultative/development/governing board approval process and subsequent distribution of adopted policies.
 - 3.1.5 Associated procedures will be developed concurrently with policy and shared during approval process.

3.2 Board Policies

- 3.2.1 Policy drafts will be prepared by the Office of the Superintendent
- 3.2.2 The superintendent will review the draft with directors and senior management.
- 3.2.3 The superintendent will present the draft to the board chair and vice chair for review.
- 3.2.4 The superintendent is responsible for receiving and reviewing policy proposals, writing policy drafts, coordinating the consultative/development/governing board approval process and subsequent distribution of adopted policies.
- 3.2.5 Associated procedures will be developed concurrently with policy and shared during approval process.

4.0 Consultation Process

While having the authority and responsibility for policy-making, normally the governing board will consult groups / individuals affected by proposed new or revised policy.

- 4.1 The following groups / individuals shall be consulted regarding policy drafts:
 - 4.1.1 Standing committee(s) of the governing board
 - 4.1.2 Senior management
 - 4.1.3 School principals and school advisory councils
- 4.2 As appropriate, the following additional groups / individuals may be consulted regarding policy drafts:
 - 4.2.1 Other impacted regional administrative staff (as determined by the superintendent and/or the department director)
 - 4.2.2 Labour unions (as applicable).
 - 4.2.3 Other pertinent stakeholders in education.
- 4.3 Consultations may include:
 - 4.3.1 Public meetings.
 - 4.3.2 Emailed drafts for committee review.
 - 4.3.3 Online submission forms.
 - 4.3.4 Online public engagement forums.
- 4.4 A copy of policy drafts may be forwarded to the school board solicitor for review and advice.

5.0 Policy Adoption Process

5.1 Departmental Policies

- 5.1.1 The director will present the draft policy to the appropriate standing committee for review, revision and recommendation to the governing board.
- 5.1.2 The standing committee will give notice-of-motion to the governing board at a regular meeting (and may refer the draft to the Committee-of-the-Whole for discussion) that the draft policy will be recommended for adoption normally at the next regular meeting of the governing board.
- 5.1.3 The draft policy will be considered for adoption at a future meeting of the governing board.

5.2 Board Policies

- 5.2.1 The superintendent (or designate) will present the draft policy to the Committee-of-the-Whole for review, revision and recommendation for adoption at a regular meeting of the governing board.
- 5.2.2 The draft policy will be considered for adoption at a future meeting of the governing board.

6.0 Development and Revision of Administrative Procedures

- 6.1 Administrative procedures are developed concurrently with the tabling of draft policy and are prepared by the individual or committee writing the draft policy.
- 6.2 Administrative procedures must provide the details necessary to effectively implement the policy, including who is responsible, what is to be done, how it is to be accomplished, and timelines for completion.
- 6.3 Administrative procedures are received by the governing board for information concurrent with the tabling of the draft policy.
- 6.4 Administrative procedures will be revised from time-to-time to reflect changing circumstances and/or conditions. On such occasions, the revisions will also be received by the governing board prior to adoption and distribution.

7.0 Communication and Distribution

- 7.1 The administrative assistant to the governing board will ensure that approved policies and associated administrative procedures are available online.
- 7.2 The administrative assistant to the governing board will ensure that a complete Policy Manual is maintained and made available to the public upon request to the Office of the Superintendent.
- 7.3 The administrative assistant to the governing board will ensure that department staff and school administration will receive notification when new or revised policies have been updated online.
- 7.4 The administrative assistant to the governing board will ensure that school advisory councils receive an annual summary of policy updates prior to their general meetings.
- 7.5 The Policy Review Schedule will be posted online and updated monthly.

8.0 Regular Policy Review Process

- 8.1 As policies are reviewed or developed, the dates of establishment and updates for both policy and procedures will be documented in a **Policy and Procedure History**.
- 8.2 The administrative assistant to the governing board will prepare and monitor a schedule of policy reviews, to occur within five years of the most recent policy update or establishment date (whichever is most recent).
- 8.3 The schedule of policy reviews will be shared with governing board members on an annual basis during the November Organizational Meeting.
- 8.4 Policies can be reviewed more frequently if deemed appropriate by the board. Five years is established as a maximum.

9.0 Expedited Review or Development Process

- 9.1 Due to unforeseen or exceptional circumstances, the superintendent of schools, governing board, or a standing committee of the governing board may decide a particular matter is of sufficient seriousness and urgency to require the expedition of a policy or administrative procedure meaning normal consultations are varied.
- 9.2 In determining whether a new policy/administrative procedure should be expedited, the following criteria shall be considered:
 - 9.2.1 Is there an immediate issue of safety or risk management that must be addressed?
 - 9.2.2 Has a new and unexpected circumstance arisen that requires a policy and procedure?
 - 9.2.3 Has new legislation been implemented which requires a change in school board policy?
- 9.3 In the case of an expedited process, input shall be limited to the appropriate standing committee and the director/superintendent serving that committee.
 - 9.3.1 Stakeholders will, as soon as possible, be given an opportunity for input which may lead to revisions, with the understanding that the policy and administrative procedure(s) have been approved already.

10.0 Process for Rescinding Policy

- 10.1 A policy recommended for rescission will be brought to the appropriate standing committee or Committee-of-the-Whole by the respective director or superintendent.
- 10.2 The policy to be rescinded is brought to a future meeting of the governing board for decision.
- 10.3 Decisions to rescind will initiate the same communication protocols of the administrative assistant to the governing board as are the case for any approval or update.



Board Policy and Administrative Procedure

Development

1. Purpose

This policy outlines responsibilities and the process to be followed when developing, adopting, reviewing or rescinding policies of the governing board.

2. Policy Statement

The Chignecto-Central Regional School Board believes that the most effective means to fulfill its governance responsibility (as described in the *Education Act* and *Regulations Under the Education Act*) is the systematic development, review, revision, communication and implementation of policy with general application to students, employees and others having a relationship with the school system.

3. Principles

- 3.1 School board policies will contain key principles to be followed that reflect the beliefs, values, mission and goals of the organization, and must clearly articulate the purpose.
- 3.2 School board policies are consistent with support of improved student learning and achievement.
- 3.3 School board policies are consistent with a commitment to the safe, positive and socially just learning environment for students and staff.
- 3.4 School board policies will be written based on research and best practice, using clear, concise and equitable language.
- 3.5 School board policies are applied effectively and consistently through procedures that should be developed or updated concurrently with the writing of policy.
- 3.6 School board policies will be monitored on an ongoing basis with consideration given to appropriate reporting required to ensure consistent application.
- 3.7 School board policies may be initiated by anyone impacted by the range of regional programs, services, and operations of the school board.
- 3.8 The governing board will support consultation and communication with individuals and groups who may be affected by a policy.

4. Format

School board policies will follow a consistent format for ease of reference.

5. Binding Authorities

The governing board is committed to ensuring that school board policies are written in accordance with the *Education Act* and any other relevant binding authorities.

6. Consultation

While having the authority and responsibility for policy-making, normally the governing board will consult groups / individuals affected by proposed new or revised policy. The nature of the policy and the parties affected will determine the strategies used, and the scope of the consultation process.

7. Policy Review

To ensure policies are current, all policies will be reviewed every five years or earlier, as needed.

8. Authorization

8.1 The governing board will approve, revise, or rescind policies.

8.2 The superintendent is responsible to ensure the development of administrative procedures and implement policies.

8.3 The governing board will receive administrative procedures for information concurrent with the approval of policy.



Policy Proposal Form

The Chignecto-Central Regional School Board will receive and consider policy proposals from anyone impacted by the range of regional programs, services, and operations of the school board.

Please complete the following form and submit along with any appropriate provincial/federal/municipal legislation; sample policies from other jurisdictions; or other pertinent information which points to the need for a school board policy on this topic.

Name:

Group Affiliation: *(if applicable)*

E-mail Address:

Phone:

1. What is the issue to be addressed in the proposed policy?

2. Why should the Board develop and adopt a policy regarding this issue?

3. What are you suggesting the Board's position should be reading the issue?

4. What are you suggesting the Board's expectations of those affected by the proposed policy should be?

Please provide any available reference materials which may be helpful in consideration of the proposal, such as:

- Appropriate provincial/federal/municipal legislation;
- Sample policies from other jurisdictions; or,
- Other pertinent information which points to the need for Board policy.