

POLICY DEVELOPMENT AND REVIEW

POLICY

CONTENTS

- 1.0 PRINCIPLES**
- 2.0 POLICY FRAMEWORK**
- 3.0 AUTHORIZATION**

1.0 PRINCIPLES

- 1.1 The governing Board will use written policies to focus on the goals of the organization. These policies will provide a framework to guide the work of the Superintendent and staff.
- 1.2 Board policies will contain key principles to be followed that represent the beliefs and values of the organization.
- 1.3 Board policies will support improving student achievement.
- 1.4 Board policies will be written based on research and best practice, using clear, concise and equitable language.
- 1.5 Board policies will be monitored and reviewed on an ongoing basis.
- 1.6 The governing Board will support consultation and communication with policy stakeholders.

2.0 POLICY FRAMEWORK

- 2.1 The Board is committed to ensuring board policies and procedures are written in accordance with the *Education Act* and any other relevant provincial and/or federal legislation.

3.0 AUTHORIZATION

- 3.1 The governing Board will approve policies.
- 3.2 The Superintendent will develop and approve procedures and implement policies.

POLICY DEVELOPMENT AND REVIEW PROCEDURES

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PROCEDURES

CONTENTS

- 1.0 PROCESS FOR IDENTIFYING BOARD POLICIES TO BE REVIEWED OR DEVELOPED**
- 2.0 PROCESS FOR POLICY DEVELOPMENT AND REVIEW**
- 3.0 PROCESS FOR RESCINDING A BOARD POLICY**

1.0 PROCESS FOR IDENTIFYING BOARD POLICIES TO BE REVIEWED OR DEVELOPED

- 1.1 An existing policy is identified for potential review or a new policy is proposed for development by the Department of Education, the governing Board or Halifax Regional School Board staff.
- 1.2 The new or revised policy is brought to the Policy, Priorities and Planning Committee for consideration.

2.0 PROCESS FOR POLICY DEVELOPMENT AND REVIEW

- 2.1 When a policy is recommended by the Committee to be reviewed or developed the following steps will occur:
 - 2.1.1 The Coordinator of Research, Planning and Policy in collaboration with the responsible department writes a draft of the policy and procedures;
 - 2.1.2 Consultation is held with stakeholders of the policy as needed;
 - 2.1.3 A draft of the policy and procedures are shared with Senior Staff for operational considerations and revisions are made if required;
 - 2.1.4 The policy draft is examined by the Diversity Management Committee to recommend change when appropriate to ensure culturally inclusive and gender neutral language;
 - 2.1.5 A draft of the policy is brought to the Policy, Planning and Priorities Committee for consideration and revisions are made if required. The procedures are shared with the Committee;

- 2.1.6 The Superintendent is responsible for developing the policy procedures;
- 2.1.7 The new or revised policy is brought by the Policy, Planning and Priorities Committee to the Board meeting for approval and the procedures are shared as information;
- 2.1.8 Approved policies are posted to the board website and communicated with schools and other policy stakeholders following the Board meeting;
- 2.1.9 The Superintendent assumes responsibility for the policy implementation;
- 2.1.10 The policy is monitored and reviewed as needed.

2.0 PROCESS FOR RESCINDING A BOARD POLICY

- 3.1 The following steps will occur to rescind a board policy:
 - 3.1.1 A policy which is recommended for withdrawal is brought to the Policy, Priorities and Planning Committee for consideration;
 - 3.1.2 The policy to be rescinded is brought to a Board meeting for a decision;
 - 3.1.3 The policy is removed from the board website with a note indicating it has been rescinded following the Board meeting.