



# **Agenda**

## **Policy Development and Review Committee**

**Wednesday, June 11, 2014**

**6:00 pm**

**Charles P. Allen High School**

**200 Innovation Drive, Bedford, NS**

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- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes**  
May 14, 2014
- 4. Future Policy Topics**
- 5. Policy Review:**
  - Learning Resources Policy
  - Student Advisor Policy
  - Policy Status List
- 6. Next Meeting**  
September 10, 2014
- 7. Adjournment**

## Learning Resources Policy

### Policy Overview

The Learning Resources policy supports the Halifax Regional School Board's ("HRSB") commitment to providing a wide variety of digital and print learning resources that are used for teaching and learning for students and staff.

### Table of Contents

- 1.0 Legislative Context
- 2.0 Diversification of Learning Resources
- 3.0 Consideration of Learning Resources
- 4.0 Authorization
- 5.0 Policy Review

### Policy and Procedures History

- Policy approved – November 23, 1999
- Procedures – November 23, 1999

### 1.0 Legislative Context

1.1 The Halifax Regional School Board is committed to ensuring the Learning Resource Policy is in accordance with the following:

1.1.1 *Nova Scotia Education Act*

1.1.2 *C.010 Race Relations, Cross-Cultural Understanding and Human Rights in Learning;*

1.1.3 *F.007 Acceptable Use of Computers and Internet/Intranet Technology;*

1.1.4 *Nova Scotia Department of Education and Early Childhood Development's Bias Evaluation Instrument;*

1.1.5 *Canadian Copyright Act or Copyright Matters;*

1.1.6 *Nova Scotia Personal Information International Disclosure Protection Act (“PIIDPA”);*

1.1.7 *Nova Scotia Department of Education and Early Childhood Development’s Racial Equity Policy;*

1.1.8 *Nova Scotia Human Rights Act;*

1.1.9 *Canadian Multiculturalism Act.*

## **2.0 Diversification of Learning Resources**

2.1 A wide variety of digital and print learning resources should be provided to students and staff.

## **3.0 Consideration of Learning Resources**

3.1 The Halifax Regional School Board will ensure a process is in place for selecting, reconsidering and removing learning resources.

## **4.0 Authorization**

4.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

## **5.0 Policy Review**

5.1 This policy will be reviewed every 5 years or on an as needed basis.

## Learning Resources Procedures

### Table of Contents

- 1.0 Responsibility for Selection and Removal of Learning Resources
- 2.0 Criteria for Selection and Removal of Learning Resources
- 3.0 Learning Resource Reconsideration

Appendix A - Form – Request for Reconsideration of Learning Resources

Appendix B - Form – Outcome of Request for Reconsideration of Learning Resources

### 1.0 Responsibility for Selection and Removal of Learning Resources

- 1.1 Recommendations for selection, review and removal of learning resources involve administrators, teacher-librarians, teachers, students and library support specialists.
- 1.2 It is the evaluator's responsibility to:
  - 1.2.1 Be objective;
  - 1.2.2 Be aware and knowledgeable of the difference between censorship and informed selection;
  - 1.2.3 Read and/or examine the entire resource;
  - 1.2.4 Compare the resource with others in the genre/subject area;
  - 1.2.5 Ensure the resource meets the criteria of:
    - 1.2.5.1 *The Nova Scotia Department of Education and Early Childhood Development Learning Resource Evaluation;*
    - 1.2.5.2 *The Nova Scotia Department of Education and Early Childhood Development Bias Evaluation Instrument;*
    - 1.2.5.3 *The Canadian Copy Right Act;*
    - 1.2.5.4 *The Nova Scotia Personal Information International Disclosure Protection Act ("PIIDPA").*

### LEARNING RESOURCES: PROCEDURES

Adopted:  
Draft #2

## **2.0 Criteria for Selection and Removal of Learning Resources**

- 2.1 Digital and print learning resources will:
  - 2.1.1 Be factually accurate and current;
  - 2.1.2 Have aesthetic, literary and/or social values that encourage students to read for learning and pleasure;
  - 2.1.3 Take into consideration the varied interests, abilities, learning styles, special needs, and maturity levels of students;
  - 2.1.4 Reflect the diversity of our society;
  - 2.1.5 Include content developed by competent authors and producers;
  - 2.1.6 Include Canadian authors where appropriate;
  - 2.1.7 Include authors from a variety of backgrounds;
  - 2.1.8 Include resources free from bias.
- 2.2 A print or digital resource shall be removed from a classroom or library if:
  - 2.2.1 The content can no longer be supported by the selection criteria;
  - 2.2.2 It is worn or damaged beyond repair;
  - 2.2.3 A new edition has been purchased;
  - 2.2.4 It has not been in demand and has not circulated or been used for a significant period of time;
  - 2.2.5 It has been recommended for removal through the resource reconsideration process;
  - 2.2.6 It is in violation of the Bias Evaluation Instrument;
  - 2.2.7 It houses personal information outside of Canada and is violation of PII/DPA.
- 2.3 When a resource is removed based on one or more of the removal criteria, it should not be offered to another area in the school or another site within the board.

### **LEARNING RESOURCES: PROCEDURES**

Adopted:  
Draft #2

### **3.0 Learning Resource Reconsideration**

- 3.1 Any Halifax Regional Municipality resident or employee of the Halifax Regional School Board may challenge learning resources used within the Board.
- 3.1.1 The staff member initially receiving a complaint about learning resources will refer the complaint to the School Principal who shall evaluate the resource according to the principles and criteria in this policy document and report the decision to the requester. The decision will result in one of the following:
- 3.1.1.1 The resources shall be kept in the collection;
  - 3.1.1.2 The resource shall be kept and restricted;
  - 3.1.1.3 The resource shall be permanently removed and reported to the Director, Program and Consultant, Library Services.
- 3.1.2 If the requester is not satisfied with the decision, he or she may request a committee review of the resource and submit the details of his/her challenge in writing using the “Request for Reconsideration of Learning Resources” form (Appendix A) and submit this form to the School’s Principal.
- 3.1.3 Upon receipt of a “Request for Reconsideration of Learning Resources” at the school level, the Principal shall:
- 3.1.3.1 Form a school Reconsideration Committee and include the following membership:
    - 3.1.3.1.1 One member of the school teaching staff;
    - 3.1.3.1.2 The library support specialist;
    - 3.1.3.1.3 The Consultant, Library Services;
    - 3.1.3.1.4 One student chosen by the principal, when appropriate;
    - 3.1.3.1.5 One member of the School Advisory Council.
  - 3.1.3.2 Establish a meeting date within thirty days after the complaint is received.
- 3.1.4 The Reconsideration Committee shall:
- 3.1.4.1 Be chaired by the School Principal;
  - 3.1.4.2 Review the basis upon which the original decision was made ;

#### **LEARNING RESOURCES: PROCEDURES**

Adopted:  
Draft #2

- 3.1.4.3 Review the challenged resource and judge whether it conforms to the criteria for selection;
  - 3.1.4.4 Reach a decision through consensus, to either:
    - 3.1.4.4.1 Sustain the previous decision;
    - 3.1.4.4.2 Over-rule the previous decision;
  - 3.1.4.5 Report in writing, the decision of the Reconsideration Committee to the requester;
  - 3.1.4.6 Provide the opportunity to discuss the written report with the individual complainant.
- 3.2 Any employee of the Halifax Regional School Board may request reconsideration of a blocked digital learning resource within a school site. The following steps will occur:
- 3.2.1 The staff member shall make a request to the School Principal for the resource to be reconsidered;
  - 3.2.2 The Principal shall contact the Coordinator, Information Technology with the request
  - 3.2.3 The Coordinator, Information Technology shall evaluate the resource according to Section 2.0 in these procedures and consult with program staff. The Coordinator, Information Technology will then report the decision to the School Principal. The decision will be one of the following:
    - 3.2.3.1 The resource shall remain blocked;
    - 3.2.3.2 The resource shall be unblocked for the requesting school;
    - 3.2.3.3 The resource shall be unblocked for all schools within Halifax Regional School Board.

**LEARNING RESOURCES: PROCEDURES**

Adopted:  
Draft #2

## Appendix A – Request for Reconsideration of Learning Resource

Date: _____
Request Initiated by: _____
Contact Info : _____
Representing: <input type="checkbox"/> Self <input type="checkbox"/> Group _____

Resource: _____
Publisher/(Producer): _____
Copyright Date _____

Request to have the resource:

- Removed permanently
- Restricted (details)

\_\_\_\_\_

Rationale:

\_\_\_\_\_

\_\_\_\_\_

Request received by: _____ Date: _____
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## Appendix B – Outcome of Request for Reconsideration of Learning Resource

Date: _____
Request Initiated by: _____
Contact Info : _____
Representing: <input type="checkbox"/> Self <input type="checkbox"/> Group _____
Resource: _____
Publisher/Producer: _____
Committee Members: _____
_____

### Decision:

- Sustain the previous decision \_\_\_\_\_
- Overrule the previous decision \_\_\_\_\_

### Committee's Rationale:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal's Name _____	School _____	Date _____
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Submit copy to: Consultant, Library Services and Director, Program.

### Learning Resources: Appendix B

Adopted:  
Draft #2

## Student Advisor Policy

### Policy Overview

Governing Board decision-making is enhanced when students are provided with meaningful ways to voice their opinions about the strengths and challenges of our system. The Student Advisor policy reflects the belief of the Halifax Regional School Board (“HRSB”) that students should participate in conversations about their education.

### Table of Contents

- 1.0 Legislative Context
- 2.0 Selection of Student Advisors
- 3.0 Role of Student Advisor
- 4.0 Authorization
- 5.0 Policy Review

### Policy and Procedures History

- Policy approved – December, 2011
- Procedures approved – December, 2011

#### 1.0 Legislative Context

- 1.1 Nova Scotia Education Act

#### 2.0 Selection of Student Advisors

- 2.1 Each school year, two student advisors will be selected from two different high schools in the HRSB;
- 2.2 If selection is unable to occur by June of the school year, the Superintendent will appoint two student advisors from grade ten or eleven.

### **3.0 Role of Student Advisors**

- 3.1 The Student Advisors' role will be to represent the student perspective at board meetings and to strengthen communications between the Board and HRSB's students;
- 3.2 Student Advisors are invited to participate in sessions that address topics of student interest;
- 3.3 Student Advisors will be recognized at meetings;
- 3.4 Student Advisors will participate in asking questions and discussing issues;
- 3.5 Student Advisors will receive all materials presented to Board Members, except those related to in-camera sessions;
- 3.6 Student Advisors may on occasion, be invited to official Board functions;
- 3.7 Student Advisors will be entitled to reimbursement for expenses incurred while carrying out board related duties;
- 3.8 In accordance with Provincial legislation, Student Advisors will be non-voting members of the Board;
- 3.9 Student Advisors will not take part in-camera meetings;
- 3.10 Student Advisors to the Board will not count for quorum at the Board meeting, but will be expected to inform the Chair or Corporate Secretary if he/she is unable to attend;
- 3.11 The Corporate Secretary will be the staff contact for student advisors.

### **4.0 Authorization**

- 4.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

### **5.0 Policy Review**

- 5.1 This policy will be reviewed every 5 years or on an as needed basis.

## Student Advisors to the Board Procedures

### Table of Contents

- 1.0 Eligibility**
- 2.0 Term**
- 3.0 Selection**
- 4.0 Support**

#### **1.0 Eligibility**

- 1.1 The position of Student Advisors to the Board will be open to any student in the Halifax Regional School Board who is enrolled full-time in grade 11 or 12 for the year in which they will hold the positions;
- 1.2 Prior to being considered for the positions of Student Advisors, students must complete an application form.

#### **2.0 Term**

- 2.1 Student Advisors will serve for a term beginning on September 1 and ending June 30.
- 2.2 A student may hold the position of Student Advisor for a maximum of two terms.

#### **3.0 Selection**

- 3.1 Two Student Advisors will be either appointed or elected from two high schools in the Halifax Regional School Board on a rotating basis by alphabetical order.
- 3.2 The Principals of the two high schools will each decide to either appoint or elect a candidate for Student Advisor to the Board;
  - 3.2.1 Prior to running for, or being appointed to, the position of Student Advisor to the Board, students must meet all eligibility criteria (see Eligibility above);
  - 3.2.2 To ensure that the newly elected Student Advisors have sufficient time to learn about their roles and duties, the Board will make all efforts to

complete the election process for Student Advisors no later than May 15 of each year. Schools will notify the Corporate Secretary of the successful candidates for the Student Advisors to the Board positions;

- 3.2.3 The Corporate Secretary will communicate the decision to:
  - 3.2.3.1 Senior high school principals who will assist in communicating the results to all students, and;
  - 3.2.3.2 The Superintendent who will communicate the results to board members, staff, students at all schools, and the public.
- 3.2.4 If for any reason an election is unable to be held by June of the school year or if a seat becomes vacant during a term of office the Superintendent will appoint one or two Student Advisors to the Governing Board.

#### **4.0 Support**

- 4.1 The Board will provide the two high school principals who are selecting student advisors with information packages on the Student Advisor positions no later than March 15 each year;  
  
Information will also be available on the Board's website ([www.hrsb.ns.ca](http://www.hrsb.ns.ca));
- 4.2 The Board will make all efforts to provide newly elected Student Advisors with appropriate orientation to their role prior to September of each school year;
- 4.3 The Student Advisors will be provided with any support required for effective communication with the student body, including a web-page on HRSB's website; and
- 4.4 Students will be responsible for securing transportation to and from all meetings. However, all appropriate eligible expenses incurred during the course of their term will be reimbursed once receipts have been provided.

# Student Advisor to the Board

## Application Form

Thank you for taking an interest in becoming a Student Advisor to the Halifax Regional School Board!

To be considered for this position you must,

1. Complete this form.
2. Have your parent or guardian sign it.
3. Ask a principal or teacher (current or past) to write a short letter to support your decision to run for the position.

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Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Are you also running for a position on School Council? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which position? \_\_\_\_\_

Please tell us why you want to become Student Advisor to the Halifax Regional School Board:

Please have your parent or guardian complete the following section,

1. I have received information about the position of Student Advisor to the Halifax Regional School Board.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. By completing the following form, I am expressing support for my son/daughter's decision to run for the position of Student Advisor to the Halifax Regional School Board.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

## Policy Status List

Policy Name	New "N"/ Existing "E"	Date Brought Before PDRC	Under Development	PDRC Review	Revisions	Consultation	Final Draft Completed	Submit for Approval	Board Approval	Rescind
Employment and Supervision of Family Members	N	Mar. 19/14	√			In progress				
Student Registration	N	Jan. 15/14							Feb. 6/14	
Harassment	E	Feb.12/14			May 12/14	In progress				
Fine Arts	E	April 9/14	√		In progress					
Accounting for School Based Funds	E	April 9/14		May 14/14			May 14/14	June 4/ 14	June 4, 2014	
Communications	E		√							
Student Advisor to the Board	E		√			In progress				
Digital Citizenship	N	Jan. 15/14 Apr. 9/14	√							
Reporting Child Abuse & Neglect Policy	E	Oct. 9/14		Oct. 9/13					Oct. 23/14	
Distributed Learning	E	Oct. 9/14		Oct. 9/13					Oct. 23/14	
Solid Waste Management	E			Oct. 9/13					Oct. 23/14	
Creating School Populations (School Boundaries)	N	Dec. 4/14 Jan. 15/14	√							
Policy Development & Review	E	Nov. 13/14		Dec. 4/14					Feb.6/14	
Bomb Threat	E	Apr. 9/14								Mar. 27/14

\* Future Policy topics:

- Student Achievement Policy
- Head Lice Policy

Revised: June 9, 2014