

## Policy Development and Review Policy

### Policy Overview

This policy explains how the Governing Board develops and reviews policy. The Governing Board will use written policies to focus on the goals of the organization. These policies will provide direction to the Superintendent and staff. Board policies will support the strategic plan.

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### Policy and Procedures History

Approved March 2, 2011

#### 1.0 Legislative Context

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.

#### 2.0 Policy Language

Policies will be written based on research and best practice, using clear, concise and equitable language that is easily understood.

#### 3.0 Public Consultation

Depending on the policy, a strategy for public consultation may be required. The nature of the policy will determine the strategies used in the consultation process.

**4.0 Diversity Statement**

All policies will be reviewed by the Senior Diversity Advisor to ensure that the policy supports an environment of inclusion and respect.

**5.0 Authorization**

5.1 The Governing Board approves policies.

5.2 With the exception of this policy, and any others explicitly stated, the Superintendent is responsible for developing the procedures and will bring them to the Policy Development and Review Committee for information.

**6.0 Policy Review**

To ensure policies are current, all policies will be reviewed every 5 years, or on an as needed basis.

## **Policy Development and Review Procedures**

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#### **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 Policy Development and Review Committee, the Governing Board, the Halifax Regional School Board staff, or the Department of Education and Early Childhood Development.

#### **2.0 Process for policy development and review**

- 2.1 When a policy is recommended to be reviewed or developed the following may occur:
  - 2.1.1 The Corporate Secretary, in collaboration with the responsible department, writes a draft of the policy and procedures;
  - 2.1.2 A draft of the policy and procedures are shared with Senior Staff for operational considerations and revisions are made if required. The policy draft is examined by the Senior Diversity Advisor to recommend any changes necessary to ensure culturally inclusive and gender neutral language;
  - 2.1.3 A draft of the policy and procedures is brought to the Policy Development and Review Committee and revisions are made if required;
  - 2.1.4 Public consultation is held with stakeholders of the policy as needed;
  - 2.1.5 The new or revised policy is either further reviewed or brought by the Policy Development and Review Committee to the Regular Board meeting for decision and the procedures are shared as information;
  - 2.1.6 Approved policies are posted to the board website and communicated with schools and other policy stakeholders following the Governing Board meeting;

### **Policy Development And Review Procedures**

Adopted Date: February 6, 2014

Last Revision Date: February 6, 2014

2.1.7 Policies are reviewed every 5 years, or on an as needed basis.

**3.0 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 Review and Development Committee for consideration,

3.1.2 The Policy Development and Review Committee brings forward the recommended policy to be rescinded at the Regular Board meeting for decision.